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IN REPLY REFER TO:

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I-I

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INSPECTOR-INSTRUCTOR POLICY LETTER 05-04

From: Inspector-Instructor
To: Distribution List

Subj: STANDARD OPERATING PROCEDURES (SOP) FOR THE ARMORY

Ref: (a) OPNAVINST 5530.13C
(b) MCO P5530.14
(c) MCO 5500.6F
(d) MCO P4790.2C
(e) ForO P5500.1A
(f) ForO P4790.3A

1. This policy letter delineates the responsibilities and establishes the procedures for the proper operation of the unit armory.
2. The references establish the procedures, which will be followed to ensure the appropriate physical security, weapons accountability, maintenance, and record keeping is accomplished.
3. The Inspector-Instructor is responsible for the ordnance items at this unit. The Weapons Custodian is the person designated to ensure the armory is operated in accordance with the references and is directly responsible to the Inspector-Instructor. All members of the Inspector-Instructor Staff are to be familiar with the instructions in this SOP and ensure complete compliance with the directions contained in it.
4. This policy letter is applicable to the Marine Corps Reserve.



A. N. Green III

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CHAPTER 1 RESPONSIBILITIES

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1000. Commanding Officer/Inspector-Instructor. Security, accountability, safety of operation, serviceability, periodic inspection, and proper care and maintenance of ground ordnance material and equipment are inherent responsibilities of the Command. Command emphasis must be placed on ensuring that appropriate resources are available to fulfill these obligations while in garrison, field, or deployed. In the execution of these responsibilities, the Commanding Officer will:

a. Maintain a complete file of all directives and publications that pertain to security and maintenance of ordnance material utilized by the unit. The SL 1-2 and NAVMC 2761 provide information required to accomplish this requirement. Moreover, references (d) and (f) provide specific information regarding publications and directives.

b. Appoint, in writing the armory custodian.

c. Establish effective security and control measures for all ordnance material in accordance with references (a), (b), (c) and (e).

d. Establish an effective maintenance program for all ordnance material in accordance with references (d) and (f).

e. Require the development and use of turnover folders and desktop procedures for use by ordnance personnel, as set forth in references (d) and (f).

f. Maintain EROs and appropriate ordnance records, including record jackets, gun logbooks, in accordance with TM 4700-15/1_.

g. Prior to using any weapon, ensure personnel are provided and understand the following instructions:

- (1) Operating procedures.
- (2) Proper safety procedures.
- (3) Immediate action and weapon clearing procedures.
- (4) Care and cleaning.
- (5) Security procedures.

h. Designate, in writing, a commissioned officer, warrant officer, staff NCO, or armorer (primary MOS 2111) to witness the issue and recovery of all weapons.

Responsibilities

i. Appoint, in writing, an Armory Key/Lock Custodian, and establish positive key control and inventory procedures for accountability of all unit ordnance keys in accordance with references (d) and (f).

j. Appoint, in writing, an officer/staff NCO to conduct a monthly-serialized inventory of ordnance material. The individual conducting this inventory must be a disinterested third party and cannot work in the armory nor be in the supply chain of command.

k. Publish an armory access list for unaccompanied and accompanied access.

l. Ensure security personnel armed with weapons have successfully qualified during the past twelve months and receive documented, quarterly training on the use of deadly force and proper safe handling of the assigned weapon.

m. Designate in writing, crew served weapons teams for each crew served weapon.

n. Appoint, in writing, a unit radiation protection safety officer in accordance with current MCO 5104 and TI-5104-15/2.

o. Ensure an armament summary chart is maintained that provides the required pertinent information on all authorized ground ordnance items.

p. Ensure that prior to requesting authorization for the storage of any Class V (W) material within the armory, that the capacity exists to secure the material under separate lock and key per current MCO P8020.10A_.

1001. Armorer/Weapons Custodian. The Armorer/Weapons Custodian duties include but are not limited to:

a. Ensuring that all ordnance items are properly accounted for at all times.

b. Ensuring that all ordnance items located within the armory are properly secured.

c. Preparing and maintaining a set of turnover folders/desktop procedures IAW references (d) and (f).

d. Maintaining a complete file of all directives and publications that pertain to the ordnance material rated or used by the unit. The SL 1-2 and NAVMC 2761 provide information required to accomplish this requirement. Moreover, references

(d) and (f) provide specific information regarding publications and directives.

e. Ensuring that ordnance items requiring repairs are tagged with a properly completed Inspection/Repair Tag (NAVMC 1018).

f. Ensuring maintenance actions are properly recorded IAW ref (d).

g. Ensuring ordnance forms and records are completed and maintained IAW MCO P4400.150_ and TM 4700-15/1_.

h. Ensuring that all PMCS on ordnance material is performed/documented on ordnance material as required by the appropriate Technical Manuals (TM's) and Technical Instructions (TI's).

i. Ensuring second echelon maintenance is performed and any evacuation to intermediate maintenance activities is accomplished in a timely manner. Ensuring that the results of this maintenance are recorded in the weapon record books part I/II and appropriate record jacket when applicable.

j. Maintaining modification control records.

k. Maintaining calibrations control records.

l. Conducting daily sight counts of ordnance material upon the original opening and final closing of the armory and record/file the results and maintain on file for one year.

m. Ensuring a monthly-serialized inventory is conducted and the results maintained for two years.

o. Supervising SL-3 inventories of all assigned sets, chests and kits by individuals who are assigned the item, (e.g., MK 19 machine gun SL-3's). If the sets, chests and kits are not assigned, then, the reserve Armorer/Weapons Custodian will conduct the inventories and the I-I Staff Armorer/Weapons Custodian will supervise. SL-3 inventories will be maintained for 1 year.

1002. COMMAND SECURITY OFFICER (CSO). The site Commanding Officer will appoint, in writing, a Command Security Officer for his/her organization (ref (b), par 1008 & 1009 applies). The CSO will be the focal point for all physical security related issues and will report directly to the site Commanding Officer in all matters pertaining to physical security. The CSO will be an Active Component Marine (E-6 or above). The CSO will not be the site Commanding Officer, Armorer/Weapons Custodian, or supply

personnel. The duties and responsibilities of the CSO are found in ref (b), paragraph 1008 and MCO P4400.150_, chapter 7. A sample appointment letter is located in Appendix F.

1003. ARMS, AMMUNITION AND EXPLOSIVES (AA&E) OFFICER. The Commanding Officer will appoint, in writing, an AA&E Accountability Officer with responsibility for all AA&E accountability matters and to ensure command-wide compliance with all regulations. The duties and responsibilities of the AA&E Officer are found in ref (a), par 0505 and MCO 4400.150_, par 7002.6.

1004. ARMORY KEY/LOCK CUSTODIAN. The site Commanding Officer will appoint, in writing, an Armory Key/Lock Custodian and Alternates for his/her unit (ref (a), par 0206 & ref (b) par 3007.1 applies). The duties of the Armory Lock/Key Custodian include assuring proper custody and handling of all AA&E related keys and locks. The Armory Key/Lock Custodian may also be the Command Security Officer (CSO). Neither the site Commanding Officer or Armorer/Weapons Custodian will be assigned as the Armory Key/Lock Custodian.

1. The appointment letter will be held within armory files during the tenure of the Key/Lock Custodian; the letter will be protected from public view. When Key/Lock Custodians are reassigned or transferred the original letter shall be filed for one year and then disposed of.
2. The Primary Armory Key/Lock Custodian, and his/her Alternate, will be assigned either accompanied or unaccompanied access and given one element of armory access.
3. The Primary Armory Key/Lock Custodian, or his/her alternates, will be present at each original opening and final closing of the armory in order to issue/retrieve the armory keys and verify the daily weapons sight count.
4. A sample appointment letter may be found in Appendix L.

1005. Platoon Weapons Custodian - The commanding officer will appoint in writing a Platoon Weapons Custodian for each platoon. The responsibilities will consist of assisting the company armorer in any and all duties necessary to issuing/returning weapons to their respective platoon. The appointed place of duty will be in the armory during issuing/returning of their platoon weapons. They will also assist in the reporting and conduct of corrective maintenance of their platoon weapons and stock weapons.

CHAPTER 2 ARMORY PROCEDURES

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2000. ISSUE AND RECOVERY PROCEDURES FOR INDIVIDUAL WEAPONS

1. The Memorandum Receipt for Individual Weapons and Accessories (NAVMC 10576) will be prepared and maintained as outlined below:

a. General. The purpose of the NAVMC 10576 is to serve as a certificate of inspection that provides a historical record of the weapon's condition at the time of issue and provide an issue/receipt document for individual weapons; for example, rifles, grenade launchers, pistols and revolvers. An automated system may be used, providing that the automated system contains the same information required by the manual system. The weapons rack number will be annotated to the right of the organization block. The NAVMC 10576 is filed by weapon type, in alphabetical order, by last name of individual to whom issued.

b. Issue. Each person within a unit should be issued an individual weapon. The source document, which prescribes what type of weapon shall be issued, is the unit's table of organization (T/O). The individuals specific (T/O) line number will normally specify either "M" for rifle "P" for pistol. A weapon will not be issued to anyone who has an expired US Armed Forces Identification Card. The NAVMC 10576 will be filled out at the time of initial issue and final recovery of the weapon. The following actions will be taken in the initial issue process of an individual weapon:

(1) The Commanding Officer will witness the issue and recovery of individual weapons. The Commanding Officer may appoint, in writing, an officer or staff noncommissioned officer, or qualified armorer (MOS 2111) the authority to witness the initial issue and final recovery of individual weapons. The written designation of personnel appointed to witness the issue/recovery of individual weapons will be readily available within the armory/weapons storage area. Only the current Commanding Officer's signature is valid on the letter of authorization. Conversely, there is no need to re-do any NAVMC 10576's when a Witnessing Officer departs as long as his/her appointment letter is retained on-file in the armory until all NAVMC 10576's with his/her signature have been recovered.
(Appendix A)

(2) The witnessing individual will carefully inspect the bore, chamber and stock condition of each weapon at the time of issue/recovery and will record any defects on the NAVMC 10576. To ensure a standard system for recording the results of inspection and certification of weapon condition, the abbreviations and symbols provided in TM 4700 15/1_ will be used exclusively. The witnessing individual will ensure the NAVMC

10576 is completed properly, and sign the Inspecting Officer block of the form.

(3) During initial issue process, the temporary issue of an individual weapon using the NAVMC 10576 form is permissible for a period not to exceed the end of a drill weekend. This will allow time for the NAVMC 10520 to be signed by the Commanding Officer or his designated representative and the individual Marine to accomplish required training. In this case, the NAVMC 10576 would be placed in the weapon's storage rack until the weapon is returned or the NAVMC 10520 Ordnance Custody Receipt is signed and replaces the NAVMC 10576 in the storage rack. The NAVMC 10576 would then be placed in the unit's NAVMC 10576 files.

(4) Only one weapon will be issued on any single NAVMC 10576 with the exception of the M203 grenade launcher/M16A2 rifle combination.

(5) Personnel, such as a SNCO may be issued more than one individual weapon at a time. If his/her T/O weapon is a pistol, a rifle can be issued for annual re-qualification, sustainment training, etc. When this occurs a separate NAVMC 10576 form and NAVMC 10520 card will be required.

(6) The issue inspection recorded on the NAVMC 10576 form will not be conducted by the same individual to whom the weapon is being issued.

(7) Erasures, strike outs, line outs, etc., are not authorized on serial numbers or signatures. If changes are required to the serial numbers or the signatures, a new card must be issued. Errors in issuing weapon accessories such as magazines, slings or cleaning gear may be corrected by the unit Armorer/Weapons Custodian drawing a single line through the error and initial the deletion of the specific item(s).

(8) The individual's name will be printed exactly as listed on his/her US Armed Forces Identification Card (DD Form 2 MC).

(9) If the local command desires to store and issue bayonets or combat knives from the Armory, "Bayonets" or "Combat Knives" may be annotated on one of the lines of the NAVMC 10576 in lieu of entering them on a Memorandum Receipt for Individual/Garrison Equipment (NAVMC 10577). The method to be used is the prerogative of the command.

(10) Upon completion of the issue, the original copy of the NAVMC 10576 will be retained by the issuing armory and filed

by weapon type, in alphabetical. The carbon copy will be given to the individual signing for the weapon.

c. Recovery. Recoveries will be accomplished in the following manner:

(1) Individuals will present their checkout sheet, ID card and NAVMC 10520 card to the Armorer/Weapons Custodian.

(2) Prior to returning the weapon to stock, a recovery inspection is required. Upon completion of the recovery inspection, the armorer or witnessing officer will record the recovery inspection data on the NAVMC 10576 form and compare the condition of the weapon with its condition at the time of issue, considering the time span between the issue and recovery.

(3) If the weapon shows no evidence of improper care or negligence and all issued weapon accessories are present, staple the whole NAVMC 10576 form to the back of the individual's check out sheet.

(4) If the weapon shows evidence of improper care or negligence or the issue weapon accessories are missing, retain the NAVMC 10576 and immediately notify the Commanding Officer, or his/her designated representative, identify the problem or discrepancy, and request instructions on action to be taken.

(5) The Commanding Officer will then take the necessary steps to determine the cause and take whatever disciplinary action may be warranted. Written instructions, in the form of a policy letter, will be provided to the unit Armorer/Weapons Custodian concerning the recovery of the weapons.

2. The Ordnance Custody Receipt (NAVMC 10520) will be prepared and maintained as outlined below:

a. General. The purpose of the NAVMC 10520 is to provide a means for controlling individual weapons, crew served weapons and ordnance equipment when individuals are required to turn in such items to an armory for storage. Give the NAVMC 10520 to each individual assigned an individual weapon, crew served weapon and/or various optical equipment. The individual retains the NAVMC 10520 as long as the item is maintained in the armory. When an individual receives the item, he/she surrenders the NAVMC 10520 to the individual authorized to issue it. The individual CANNOT possess both the NAVMC 10520 and the item of equipment at the same time. Chapter 7 of TM 4700-15/1_ contains specific instructions on NAVMC 10520 preparation.

(1) The Commanding Officer will sign the NAVMC 10520 and ensure that blank NAVMC 10520's are controlled. The Commanding Officer may appoint, in writing, officers or staff noncommissioned officers the authority to sign and control blank NAVMC 10520's. The individual or individuals appointed to sign and control blank NAVMC 10520's will not be the same individual or individuals authorized to maintain weapon custody/security (i.e., the armory/ordnance officer or armorer) or keep accountability records (i.e., the supply officer or supply chief). The appointment letter will not be valid unless it specifically contains the phrase "to sign the NAVMC 10520 card." The appointment letter will have a "Sample Signature" of the appointed individual, be maintained within the unit armory and must bear the current Commanding Officer's signature. Conversely, there is no need to re-do any NAVMC 10520's when individual departs as long as his/her appointment letter is retained on-file in the armory until all NAVMC 10520's with his/her signature have been recovered (Appendix B).

(2) It is the individual Marine's responsibility to retain control of the NAVMC 10520 card while hand carrying it to the Commanding Officer or his/her designated representative for signature, waiting for it to be signed and maintaining positive control over the NAVMC 10520.

(3) To expedite the issue and turn-in of weapons, rifle racks and pistol chests within the armory/weapons storage area will be legibly numbered. When feasible, that number will be stenciled on the left side of the weapon by the use of paint that lends itself to camouflage per TI-8370-15/1. The corresponding number will be annotated on both the NAVMC 10520 card and the NAVMC 10576. Machine guns will be stenciled on the top cover.

b. Control. Blank NAVMC 10520's must be controlled. NAVMC 10520 cards may be serialized. If NAVMC 10520's are serialized, the following procedures will apply:

(1) Serialize all blank NAVMC 10520 cards upon breaking the sealed wrapper.

(2) Blank serialized NAVMC 10520 cards will be stored under lock in a secure container, the location of which will be designated in writing by the site Commanding Officer.

(3) Maintain a NAVMC 10520 Card Logbook containing a minimum of the following information:

(a) NAVMC 10520 card serial number.

(b) Date issued.

(c) Type of weapon.

(d) Weapon serial number.

(e) Name of individual to whom issued.

(f) Signature of individual to whom issued.

(g) Date recovered.

(h) Signature of individual recovering the NAVMC 10520 card.

(i) Remarks (i.e., lost, stolen, duplicated issue, recovered, etc.).

(4) Once issued, the NAVMC 10520 card will be retained at all times by the individual to whom issued, except when receiving the assigned weapon or equipment from the armory. The individual will have either the NAVMC 10520 card or the weapon/equipment in his possession as specified in TM 4700-15/1. The armorer/weapon's custodian will recover the NAVMC 10520 card when an individual is to be relieved of responsibility for the weapon or equipment.

(5) The signatures on the NAVMC 10520 card remain valid after the relief of a Commanding Officer, or anyone previously authorized to sign the NAVMC 10520 card. Previous letters of authorization will remain on file within the armory to ensure proper identification of authorized signatures during formal inspections.

c. Lost or stolen NAVMC 10520 cards. Unit Commanding Officer will take actions necessary to reduce or preclude the loss of the NAVMC 10520 cards. Importance of maintaining the card properly must be stressed to all personnel. Lost or stolen NAVMC 10520 cards will be reported to the Commanding Officer, or designated representative, as soon as possible and one of the following actions will be taken:

(1) Prepare a replacement NAVMC 10520. Print "REPLACEMENT CARD" on the front of the 10520 and draw a blue diagonal (highlighter) line across the front as well. This readily identifies the 10520 as a replacement. Place a label marked "REPLACEMENT CARD" on the corresponding weapon rack and draw a blue diagonal (highlighter) line across it. On the back of the original NAVMC 10576 print "DUPLICATE CARD ISSUED." The Marine must re-initial the NAVMC 10520 block of the original NAVMC 10576 when a duplicate is issued. If the old NAVMC 10520

card is returned, destroy it. If another individual tries to draw the weapon with the lost NAVMC 10520 card, detain the individual and notify the Commanding Officer.

(2) Recover the weapon assigned and issue a replacement weapon.

2001. Check In/Out Procedures for an Individual Weapon. The following procedures will be used in the check in/out process for individual weapons:

a. An individual's US Armed Forces Identification Card and NAVMC 10520 card will be surrendered to the unit Armorer/Weapons Custodian when any assigned weapon/equipment is issued.

b. The Armorer/Weapons Custodian will visually verify the identity of the individual against their ID, verify the name and SSN on the NAVMC 10520 card against the name and SSN on the ID card, and then return the ID card to the individual. It is imperative that these positive identification procedures be enforced. No person with an expired US Armed Forces Identification Card will be issued, or allowed to draw, any weapon or ordnance material. The use of an ID card or a NAVMC 10520 card belonging to another individual to draw a weapon or any other ordnance item is prohibited. (NO EXCEPTIONS)

c. Other forms of identification such as a driver's license, library card, etc., will not be used in place of an actual NAVMC 10520 card as a receipt for a weapon.

d. The Armorer/Weapons Custodian will verify the weapon serial number on the NAVMC 10520 card matches the serial number on the weapon prior to every check out and turn in; with the M203 grenade launcher/M16A2 rifle combination, both serial numbers will be verified.

e. While the weapon is out of the armory, the security of the weapon is the responsibility of the assigned individual.

(1) At all times the weapon will be treated as being loaded.

(2) At no time will any weapon be left unattended.

(3) During the course of training if the weapon has a malfunction or becomes damaged, it is the responsibility of the individual to inform the Armorer/Weapons Custodian.

f. When any weapon is returned to the armory, the Armorer/Weapons Custodian will inspect each weapon for

completeness and to ensure that it is clear of ammunition before accepting it into the armory.

g. The Armorer/Weapons Custodian will remove the NAVMC 10520 card from the weapons slot, verify the serial number on the NAVMC 10520 card matches the serial number of the weapon turned in, place the weapon in its assigned slot, and then return the NAVMC 10520 card to the individual. (Weapons will be stored with bolts forward and springs at rest.)

(1) Personnel will receive, or turn-in, only that weapon or NAVMC 10520 card which they have been issued.

(2) If any weapon is turned in by other than the assigned individual, the NAVMC 10520 card will be turned over to the unit Commanding Officer, or designated representative, for appropriate disposition.

h. At the time of the recovery inspection of the weapon, the individual being transferred from the command will surrender the NAVMC 10520 card to the Armorer/Weapons Custodian. The NAVMC 10520 card logbook will be completed and the NAVMC 10520 card destroyed.

2002. Issue/Recovery of Weapons to Personnel Hospitalized, On Leave, Temporary Additional Duty (TAD), Confined or in an Unauthorized Absence (UA) Status.

a. Personnel that are hospitalized, on leave or TAD in excess of 30 days will have their weapon and accessories recovered. A weapon will be reissued when they return to the unit.

b. Weapons of personnel confined, or in a UA status, will be recovered immediately.

(1) When the weapon is recovered, the NAVMC 10576 form will be completed and placed in the individual's SRB. Every effort will be made to recover the NAVMC 10520 card at the earliest possible time.

(2) The reissue of a weapon to an individual returning from confinement or UA status will be left to discretion of the unit Commanding Officer/Inspector-Instructor.

c. The issue or recovery of any weapon, either military or personal, to or from a known alcohol/drug abuser or any other type of incident will be at the discretion of the unit Commanding Officer.

2003. Issue/Recovery of Weapons to Personnel Receiving Psychiatric Care. The unit Commanding Officer will consult with appropriate medical authorities to determine, on case-by-case basis propriety of issuing or recovering weapons from personnel receiving psychiatric care.

2004. ISSUE AND RECOVERY PROCEDURES FOR CREW SERVED WEAPONS

1. The Crew Served Weapons Card (NAVMC 11186) will be prepared and maintained as outlined below:

a. General. The purpose of the NAVMC 11186 is to provide an issue/receipt document for crew served and vehicular mounted weapons; for example, machine guns, mortars. Chapter 7 of TM 4700-15/1_ contains specific instructions on procedures for issue and recovery of crew served weapons. The NAVMC 11186 will be filed by weapon type, in serial number order.

b. Issue. The NAVMC 11186 will be filled out at the time of initial issue and final recovery of each crew served weapon. The following will be taken in the initial issue process of a crew served weapon:

(1) The site Commanding Officer will appoint in writing, crew served weapons teams for each crew served weapon (Appendix C). Upon receipt of the letter designating the crew served weapons teams, the Armorer/Weapons Custodian will prepare a NAVMC 11186. The crew served team leader will initial for all the accessories, although all members are responsible for the accountability of the accessories and are allowed to draw the accessories by use of the NAVMC 10520 card. Each crewmember signing the NAVMC 11186 will be issued a NAVMC 10520 card for that weapon. This will allow any of the crew served team members to draw their designated weapon, and accessories, as ordered by proper authority.

(2) The NAVMC 11186 card will not be destroyed each time a crew member is deleted or added; provided that the crew served team leader does not change. As a crew served team member is deleted and another team member is added, the Armorer/Weapons Custodian will draw a single line through the name of the individual being dropped, initial the NAVMC 11186, recover their NAVMC 10520, add the new team members name in the blocks provided, and issue them a NAVMC 10520 card.

(3) A new NAVMC 11186 will be made, and the old NAVMC 11186 will be destroyed, when a new crew served team leader is assigned. (The old NAVMC 11186 card may be re-used if there is enough room to list all accessories again for new initials. When the accessories are accounted for, the NAVMC 10520 card will be

recovered from that departed team leader. One line may be drawn through all accessories. They will be listed once again and be initialed for by the new team leader.)

(4) A new NAVMC 11186 card will be made, and the old NAVMC 11186 will be destroyed, when all of the NAME or ACCESSORIES spaces are filled.

(5) Upon termination of the crew served weapons team, the unit armorer or weapons custodian will recover and destroy all NAVMC 10520's along with the NAVMC 11186.

2005. TEMPORARY LOAN AND STORAGE OF ORDNANCE ITEMS

1. Commanding Officers are authorized to approve requests for the temporary loan of government property with the exceptions noted below. Individuals approving temporary loan requests do so with the understanding that the temporary loan should be in the best interest of the Marine Corps and that the issue, inspection, and recovery of the equipment is their responsibility. Requests for temporary loan of government property will be approved as follows:

a. Commanding Officers are authorized to approve requests for the temporary loan of government property (except weapons) between MARFORRES units.

b. The Commander, MARFORRES, (G-4/SUPO), 4400 Dauphine St, New Orleans, LA 70146-5400, will approve/disapprove all request for the temporary loan of weapons. Additionally, the Commander, MARFORRES, (G-4/SUPO), will also approve/disapprove all requests for temporary loans of any equipment to civilian organizations, other military or government agencies, or other branches of service. When submitting a temporary loan request letter, the requesting unit will ensure the text sites the names and unit/organization of the requester, the specific purpose of the loan, the nomenclature and quantity of equipment requested, and a statement as to the impact (if any) that the loan will have on unit readiness/ training.

IN THE CASE OF WEAPONS, THE TEMPORARY LOAN REQUEST LETTER SHALL ALSO CONTAIN A DETAILED STATEMENT REGARDING ALL SECURITY/SAFEKEEPING ARRANGEMENTS AND IDENTIFYING THE QUALIFIED SECURITY PERSONNEL, WHICH WILL BE PROVIDED BY THE UNIT/ORGANIZATION REQUESTING THE TEMPORARY LOAN. THE REQUEST LETTER AND AN ENDORSEMENT FROM THE EQUIPMENT OWNER WILL BE FORWARDED TO MARFORRES, VIA THE CHAIN OF COMMAND.

c. In instances where a temporary loan involves a principal end item (PEI), a joint Limited Technical Inspection (LTI) will

be conducted and documented prior to and following the loan. Additionally, a skeleton equipment record jacket will be provided, if applicable.

d. The temporary loan of government property for personal use is not authorized.

2. Where equipment is temp loaned, the unit providing the equipment will prepare an ECR card (NAVMC 10359) per UM 4400.150 and UM 4400-124.

3. Units wanting to temporarily store government owned serialized items in the armory, must complete an Interim Receipt for Serialized Items (Appendix T). This letter will include a complete listing of serialized items, the date of storage and planed date of removal of items. It must be sign by the owing commander and the Inspector-Instructor.

a. Only the owning unit can remove the items from the armory. This will require an official request (Appendix T) by the commanding officer. This request will include a list of items removed, date and time of removal and signatures by the owning unit's Commanding Officer and the Inspector-Instructor.

b. Theses items will not be include on the monthly-serialized inventory, but will be counted in the daily sight count. Quantities and nomenclature pertaining to the items will be made in the remarks portion of the Daily sight count sheet. (Appendix R)

2006. ISSUE AND RECOVERY PROCEDURES FOR OTHER ORDNANCE MATERIEL

1. The Equipment Custody Record (NAVMC 10359) will be prepared and maintained as outlined below:

a. General. The purpose of the NAVMC 10359 is to serve as an issue/receipt document for the temporary loan of organic property. The Equipment Custody Receipt (NAVMC 10359) is used for temporary issue of highly pilferable ordnance materiel such as binoculars, compasses, night vision sights and machetes for a period not normally exceeding thirty days; however, this period may be extended at the discretion of the unit commander per UM P4400.15. Part III, Section 6 of UM 4400-124 and Figure 21-8 of UM 4400-15 contain specific instructions on procedures for the temporary loan of government property.

b. Issue. The following actions will be taken in the temporary loan of assets to an individual or organization:

(1) The NAVMC 10359 card can be used for the issue of weapons or items of individual equipment to unit officers and SNCO's when required for special occasions (i.e., parades, presentations or change of command ceremonies).

(2) The NAVMC 10359 card will be used for temporary loan of weapons (when properly authorized) in cases where one or more weapons are transferred from one unit to another for less than thirty days.

(3) The NAVMC 10359 card can be used as a receipt document to issue weapons for cleaning details when the weapons are taken out of the armory. Refer to paragraph 2005 for additional details.

3. Recovery. Recovery of equipment issued on a NAVMC 10359 will be accomplished when all actions related to its issue have been completed. Unit Armorer/Weapons Custodian will conduct an inspection of ordnance items for completeness, cleanliness, and serviceability at the time of recovery. The recovery inventory of collateral equipment will be compared to the issue inventory.

2007. SECURITY AND CLEANING OF STOCK WEAPONS

1. Stock weapons will be afforded the same security as all other weapons.

2. The unit Commanding Officer is responsible for ensuring that all weapons, including stock weapons, are clean. This may be accomplished by the use of a working party within the armory or outside the armory.

3. When using a working party within the armory, the following measures will be employed:

a. The size of the working party must be limited to 2 individuals for each Armorer/Weapons Custodian present. The Armorer/Weapons Custodian present must be listed on the unaccompanied access list.

b. The working party must be under constant supervision.

c. The working party will not be left unattended in the unit armory/weapons storage area at any time. If the Armorer/Weapons Custodian has to leave the armory, he/she will ensure the working party also leaves.

d. Prior to leaving the unit armory/weapons storage area, all working party personnel will be checked to ensure no weapons or parts are removed and a sight count conducted.

2008. ARMAMENT SUMMARY CHART

1. An armament summary chart will be maintained in every unit armory/weapons storage area (Appendix D). This chart will contain pertinent information on ordnance materiel rated by the unit, to include the status of those items updated on a daily basis. The armament summary chart should not be viewable to those standing outside the armory.
2. At a minimum, this chart will contain NOMENCLATURE, TAMCN, ID#, T/E QTY, T/A QTY, ON HAND (O/H) QTY, and QTY DEADLINED. The chart will also have a REMARKS column for amplifying information, such as document number of requisitioned shortages, authorization for special allowances, ERO number for evacuated equipment or pending investigations, etc.

2009. REPORTING OF MISSING, LOST, STOLEN, OR RECOVERED (MLSR) GOVERNMENT PROPERTY. Missing, lost, stolen or recovered (MLSR) weapons, ammunition or serialized items of ordnance equipment will be reported per MCO 4340.1, MCO P4400.150 and SECNAVINST 5500.4. Such reports are in addition to reports of investigation as may be prescribed by current legal directives. SECNAVINST 5500.4 and MCO 4340.1 prescribe policy and procedures for reporting MLSR property. Reports will be submitted within 48 or 72 hours per references. Immediately notify this command (G-4 Ord/FAC) if weapons, including special services weapons, are stolen.

2010. INVESTIGATION OF MISSING, LOST, STOLEN, OR RECOVERED (MLSR) GOVERNMENT PROPERTY

1. Investigation of MLSR government property will be conducted per MCO P4400.150, consumer level supply policy manual, and ForO P4400.
2. Investigations will be conducted in an expeditious manner and should be completed within 10 days. A copy of the investigative appointing order will be kept on file in the armory as appropriate.

2011. DAILY SIGHT COUNT

1. Marine Corps activities will conduct and record an inventory of all items at each Original Opening and Final Closing of the unit armory (ref (a), par 0503a(1) applies) using the formant in Appendix R. Both personnel present for the Two-Man Rule requirement will sign these inventories. The unit armory will be opened and Sight Counts will be conducted Monday and Friday. If either day will be missed due to holidays, than the sight count

Armory Procedures

will be conduct on the next workday prior to or after the holiday. Daily Weapons Sight counts will be kept for 3 year.

a. All other weapons on charge to the unit that are not physically stored in the armory, i.e., evacuated for maintenance, will be accounted for upon opening and closing, by the armorer/custodian.

b. In addition, the armorer/custodian will hold a sight count inventory every time the armory is opened for any reason.

c. A sight count will be conducted when the individual who initially checked out the armory keys, transfers those keys to another person who is authorized to receipt for them.

2012. MONTHLY SERIALIZED INVENTORY

1. The Commanding Officer shall appoint, in writing, a disinterested third party (officer or SNCO) to conduct a monthly inventory of all serialized weapons using an extract of the current, signed copy of the armory/weapons storage area Consolidated Memorandum Receipt (CMR) (ref (a), par 0503a(1) & MCO P4400.150_, par 2003 apply). The Commanding Officer may delegate, in writing, site Commanding Officers within his/her organization the authority to sign monthly-serialized inventory appointments (Appendix R).

a. A disinterested officer or SNCO is defined as an individual not tasked with maintaining weapon custody, security and record keeping, such as the unit ordnance officer/chief, supply personnel, armory NCOIC, armorer or weapons custodian.

b. The assignment of the Commanding Officer to inventory his/her own weapons is prohibited.

c. The organization supply officer/chief will provide the inventory officer with a current copy of the Consolidated Memorandum Receipt (CMR), which will be used as the inventory document to conduct the monthly-serialized inventory. The completed inventory will be submitted to the Commanding Officer who will verify the report.

d. The assignment letter, CMR extract, and written results of the inventory shall be maintained for 3 years. These items will be located in the Armory in the Armory Turnover Binder (Appendix S)

2. Items not physically present in the armory will be accounted for by appropriate documentation being sighted, verified and specifically recorded on the report. Appropriate documentation is the signed yellow copy of the NAVMC 10245 ERO, a NAVMC 10359, a NAVMC 10520, a deployed unit CMR, or an investigation appointing order. All accountable documents will be annotated on the monthly-serialized inventory report with the serial numbers of the ordnance items on the documents.

a. Items evacuated for repair will be verified by the appropriate ERO number. The inventory officer will sight the yellow copy of the ERO and verify that the serial number annotated matches that on the CMR.

b. Missing items under investigation will be verified by a copy of the investigative appointing order. The Inventory

Officer will verify that the investigation is still pending and annotate the inventory report accordingly.

3. Serial numbers of ordnance materiel held in violate corrosion inhibitor (VCI) packaging will be verified by sighting the certified serial number listing posted on the exterior of each container. The inventory officer will also inspect each container to ensure that no tampering or forced entry has taken place and it is secured per MCO 4030.16_.

4. Items shipped, as being excess and/or coded out, but still listed on the CMR, will be backed by copy of Letter of Unserviceable Property (LUP) or a Recoverable Item Report (WIR).

CHAPTER 3 REPORTS

<u>TOPIC</u>	<u>PARAGRAPH</u>
GENERAL	3000
PRODUCT QUALITY DEFICIENCY REPORT (PQDR) (SF 368)	3001
COMBAT ESSENTIAL EQUIPMENT DEADLINED REPORT	3002
AMMUNITION MALFUNCTION AND ACCIDENT REPORT	3003
MISSING, LOST, STOLEN OR RECOVERED WEAPONS REPORT	3004
INCIDENTAL DISCHARGE OF WEAPONS REPORT	3005
SMALL ARMS SERIALIZED INVENTORY REPORT (CRANE REPORT)	3006

3000. GENERAL. This section provides guidance and instructions for the submission of reports pertinent to ordnance material and is in agreement with, or in addition to, reports required by other directives. It is essential that the submission of reports be timely and accurate.

3001. PRODUCT QUALITY DEFICIENCY REPORT (PQDR) (SF 368). The PQDR is used to provide information to activities responsible for the development, procurement, or management of equipment where deficiencies in material, design, or procurement are noted so that action may be initiated to correct the discrepancy. The individual who discovers the deficiency shall submit PQDR's. A copy of all PQDR's submitted on ordnance equipment will be forwarded to the MARFORRES (G4/ORD). MCO 4855.10 provides additional guidance relating to the submission of PQDR's.

3002. COMBAT ESSENTIAL EQUIPMENT DEADLINED REPORT. Ordnance combat essential equipment is listed in the current MCBul 3000 series. All combat essential ordnance equipment deadlined for longer than 24 hours will be reported as per MCO 3000.11 and ref (d).

3003. AMMUNITION MALFUNCTION AND ACCIDENT REPORT. These reports are submitted per MCO 8025.1. These reports consist of a preliminary report and a detailed report. The detailed report is not to be confused with the "Line of duty/misconduct report" required by JAGINST 5800.7. The ammunition malfunction data collection guide (8025) NAVMC 10135, will be carried by all officers and SNCO's, while utilizing ammunition.

3004. MISSING, LOST, STOLEN OR RECOVERED WEAPONS REPORT. Missing, lost, stolen, or recovered weapons or other serialized items of ordnance equipment will be handled per MCO P4400.150. A phone call will be made to the Chief of Staff and Ordnance Officer, MARFORRES, whenever a loss occurs. Reports required by MCO 4340.1, MCO P4400.150 and MCO 4340.1 prescribe the policy and procedures for reporting MLSR property.

3005. INCIDENTAL DISCHARGE OF WEAPONS REPORT. A telephone call will be placed immediately to the MARFORRES (BOS) when an accidental discharge occurs. ForO P5500.1 prescribes policy and procedures for reporting of negligent discharge of weapons.

3006. SMALL ARMS SERIALIZED INVENTORY REPORT (CRANE REPORT). Marine Corps units possessing or having an allowance of small arms are required to report the serial numbers of those small arms to the Commanding Officer, (Code 70413), Naval Weapons Support Center, Crane, Indiana 47522. All gains, losses or exchanges of the weapons cited in MCO 8300.1 are to be reported

Reports

within five (5) working days. The unit's supply officer will submit these reports.

CHAPTER 4 PHYSICAL SECURITY

<u>TOPIC</u>	<u>PARAGRAPH</u>
GENERAL	4000
LOCAL SECURITY SURVEY (LSS)	4001
RESTRICTED AREAS	4002
CLEAR ZONES	4003
SIGNS AND POSTING OF BOUNDARIES	4004
FORCE PROTECTION CONDITION (FPCON)	4005
ARMORY ACCESS	4006
UNACCOMPANIED ACCESS LIST (UAL)	4007
ACCOMPANIED ACCESS LIST (AAL)	4008
TWO-MAN RULE	4009
OFFICIAL VISITORS	4010
ARMORY ACCESS LOG	4011
ARMORY KEY/LOCK AND COMBINATION PROCEDURES	4012
SAFES, ARMS RACKS, AND STORAGE CONTAINERS	4013
WEAPONS BOLT STORAGE	4014
INTRUSION DETECTION SYSTEM (IDS)	4015
TRANSPORTING WEAPONS	4016
TRANSPORTING WEAPONS VIA COMMERCIAL BUS AND AIRCRAFT	4017
SHIPMENT OF WEAPONS	4018
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MWR/SPECIAL SERVICE WEAPONS	4020
SECURITY OF MUSEUM AND DEMILITARIZED WEAPONS	4021
SECURITY/SAFETY/TRAINING AMMUNITION	4022

4000. GENERAL

1. Each site Commanding Officer is responsible for physical security and loss prevention within his/her command while in garrison, field, or deployed. Physical security measures are physical security equipment, procedures, or devices that are used to protect security interest from possible threats. Potential threats include, but are not limited to:

- a. Criminal elements.
- b. Terrorists or saboteurs.
- c. Paramilitary forces.
- d. Protest groups.
- e. Disaffected persons.

2. The site Commanding Officer is responsible for safeguarding the weapons and ordnance material within his/her command. It is recognized that such equipment must be readily available to each Marine on short notice. However, such availability must be balanced against the possible loss of life and property, should this equipment find its way into the hands of hostile dissident elements.

4001. LOCAL SECURITY SURVEY (LSS). The site Commanding Officer or CSO will conduct a Local Security Survey (Appendix G) at least every twelve months and maintain records of the three most recent surveys for a review during assistance visits and command inspections (ref (a), par 0208; & ref (b), par 3001 apply).

4002. RESTRICTED AREAS. There are three types of restricted areas:

1. Level One Restricted Area. Marine Corps Reserve centers, and surrounding real estate are classified as Level One Restricted Areas. This area may serve as a buffer zone for Level Two Restricted Areas. Level One Areas contain a security interest, which if lost, stolen, compromised or sabotaged would cause damage to the command's mission. Uncontrolled or unescorted movement may or may not permit access to a security interest or asset.

2. Level Two Restricted Area. Marine Corps Reserve center armories are designated as a Level Two Restricted Area. Level Two Areas contain a security interest, which if lost, stolen, compromised or sabotaged would cause serious damage to the command mission or national security. Uncontrolled or unescorted movement could permit access to the security interest. Entry

into these armories shall be restricted to personnel whose duties require access and who have been granted authorization by the site Commanding Officer.

3. Level Three Restricted Area. This is the most secure type of restricted area. Level Three Areas contain a security interest that if lost, stolen, compromised or sabotaged would cause grave damage to the command mission or national security. Access constitutes, or is considered to constitute, actual access to the security interest or asset.

4. Designation Of Restricted Areas. The site Commanding Officer will identify and designate, in writing, all restricted areas within his/her command to include whether or not these areas are vital or substantial to national security (ref (b), par 3005 applies). This letter will be updated annually and furnished to the military, state, county, or city law enforcement department designated to respond to an armory assault or other emergency. A current copy of this letter will be maintained in the armory files.

4003. CLEAR ZONES. Clear zones shall extend a minimum of 20 feet on the outside of the perimeter fence and 30 feet on the inside (ref (b), par 5008 applies). Clear zones, to include the fence, shall be free of all obstacles and vegetation, which would reduce the effectiveness of the physical barrier.

4004. SIGNS AND POSTING OF BOUNDARIES

1. Perimeter fencing will have U.S. GOVERNMENT PROPERTY - NO TRESPASSING signs posted, on center, not less than every 200 feet, along the entire fence line (ref (b), par 3006 applies).

2. The armory will have a WARNING - RESTRICTED AREA - KEEP OUT - AUTHORIZED PERSONNEL ONLY sign posted on the facing wall, adjacent to the armory door in such a manner as to be visible to all those approaching the armory whether the vault door is open or closed. The top edge of this sign will be approximately 72 inches above the deck.

3. Where a language other than English is prevalent, restricted area warning signs will be posted in both languages.

4. All words, except WARNING, will be black. The word WARNING will be red. All wording will be on white backgrounds to obtain maximum color contrast.

5. Signs will be properly maintained. Defective and faded signs will be replaced.

4005. FORCE PROTECTION CONDITION (FPCON). The Force Protection Condition system, formerly known as Threat Condition (THREATCON), describes the progressive level of protective measures that are implemented by all DOD components in response to terrorist threats to U.S. military facilities and personnel. The FPCON levels are NORMAL, ALPHA, BRAVO, CHARLIE and DELTA. Commanding Officer's should refer to the current edition of MCO 3302.1_ for additional guidance regarding FPCONS.

4006. ARMORY ACCESS. Entry into Marine Corps Reserve center armories will be limited to those persons necessary for performance of essential armory operations. The site Commanding Officer is responsible for approving all unescorted and escorted armory access. (Escorted access maybe approved by his/her designated representative.) Individuals granted escorted access shall enter and/or occupy the armory only when under continuous armed escort.

4007. UNACCOMPANIED ACCESS LIST (UAL). The Unaccompanied Access List is applicable to site or unit personnel only.

1. The site Commanding Officer will grant, in writing, unaccompanied access to the unit armory (ref (a), par 0407 & 0914 apply) (Appendix H). Unaccompanied access is limited to a maximum of four individuals. This access should be limited to Armorer/Weapons Custodians, and those alternate personnel who would require unaccompanied armory access in their absence. Marines on the UAL may be active or reserve personnel. Marines on the UAL will be given only one element of armory access. The site Commanding Officer will not be on the UAL, nor have any element of armory access. AA&E record keeping personnel shall not be assigned unaccompanied access to the armory.

2. Unaccompanied access will not be granted until the site Commanding Officer has interviewed the candidate, completed the access screening form (NAVMC 11386) (Appendix I) and filed this in his/her training record, and all of the following requirements have been met:

a. The nominee has demonstrated maturity, leadership and weapons handling confidence.

b. The nominee has been properly screened. Screening will require, at a minimum, a review of the individuals Medical Record, Service Record Book (SRB) or Officer Qualification Record (OQR). Screening will be documented with a Unit Diary entry using Type Transaction Code (TTC) 489 (AA&E screen). Those individuals assigned will be re-screened annually.

c. The nominee has, at a minimum, been the subject of a completed favorable Entrance National Agency Check (ENTNAC) type I or National Agency Check (NAC) type II. The NAC process can take several months; therefore, commanders should be aware and plan accordingly.

d. The nominee has received documented "Deadly Force Instructions" (Appendix J), within the last three months, and this has been filed in his/her training folder.

e. The nominee has received documented instruction in "Loading and Clearing Safety Procedures" (Appendix K), within the previous three months, and this has been filed in his/her training folder.

f. The nominee has successfully qualified with the M9 pistol within the previous twelve months. (Note: Individuals must be currently qualified with the type weapon they are armed with during the performance of their normal duties. No exceptions.)

3. The UAL will be posted within the armory, out of view to those standing outside the armory.

4. Members of the UAL are permanent members of the Auxiliary Security Force, and will be armed with the 9mm service pistol during the performance of security duties (MCO 5500.6, par 6(f) applies). The 9mm service pistol will be carried fully loaded with a round in the chamber (14 rounds in the magazine), slide forward, hammer down, safety on. At least one additional fully loaded magazine (15 rounds) will be carried.

5. The use and/or possession of privately owned (personal) weapons and ammunition by military personnel while in the performance of assigned duties is strictly prohibited (MCBul 8011, par 1002.5; & ref (b), par 4008.1 apply).

6. When UAL personnel are working within the armory or weapons storage area, facilities must be locked from the inside. At no time will personnel be locked within the armory without the ability to open the lock from the inside.

7. While engaged in the performance of their duties, members of the UAL must carry a duress alarm on their person.

4008. ACCOMPANIED ACCESS LIST (AAL). The Accompanied Access List is applicable to site or unit personnel only.

1. The site Commanding Officer will grant, in writing, accompanied access to individuals, not on the Unaccompanied Access List, who are given one element of armory access.

Personnel on the Accompanied Access List will be authorized escorted access to the unit armory. The site Commanding Officer will not be on the Accompanied Access List, nor have access to any element of armory access.

2. Individuals will not be assigned to the AAL until all of the same preliminary requirements are completed as are expected of the Unaccompanied Access Personnel.

3. Personnel on the AAL must be accompanied by an individual on the Unaccompanied Access List. This list will be posted

4. Members of the AAL are permanent members of the Auxiliary Security Force.

4009. TWO-MAN RULE. It is intended to prevent any single individual, acting alone, from ever obtaining access to the interior of the unit armory or weapons storage area. Under this rule, two separate personnel, each having only one element of armory entry, are required during each original opening and final closing of the unit armory. Entry elements consist of the armory vault door combination and the Intrusion Detection System (IDS) access code. Under the Two-Man Rule, no one person shall ever possess both elements of armory entry. No exceptions.

4010. OFFICIAL VISITORS. Visitors will be admitted to the unit armory only after approval by the site Commanding Officer or his/her designated representative (ref (a), par 0405 applies). Access into the armory spaces will be granted only after a positive ID and log entry has been made, and after the visitor is asked if he is carrying any weapon or contraband. Individuals will surrender all weapons and contraband before entering the armory, or have access denied. Visitors must be accompanied by an armed escort at all times and kept under observation/supervision for the duration of their armory visit.

4011. ARMORY ACCESS LOG. An Armory Access Log will be used to record entry into the unit armory. The following measures will be employed:

1. Unaccompanied access personnel will not log in/out during normal working hours. During "after hour" periods, unaccompanied access personnel will login all entries and exits.

2. Accompanied access personnel will log in/out for all entries and exits.

3. Official Visitors shall be logged in/out for all entries and exits. All visitors will show the Armorer/Weapons Custodian a

valid military or other form of picture ID before access is granted.

4. The Armory Access Log will include DATE, TIME-IN, RANK/GRADE, ORGANIZATION, NAME, SIGNATURE, PURPOSE, TIME-OUT, ID VERIFIED BY, and ESCORTED BY.

4012. ARMORY KEY/LOCK AND COMBINATION PROCEDURES. Lock and Key Controls are used to ensure continuous accountability of all armory related keys, locks, and electronic or dial combinations.

1. Armory keys will not be left unattended or unsecured at any time (ref (a), par 0206c applies). When not attended or in use - that is, in the physical possession of authorized personnel - keys will be secured in containers which provide protection commensurate with that for the materials to which the keys allow access.

2. Armory keys will be issued only to personnel on the unit Unaccompanied Access List. The Armorer/Weapons Custodian will keep the unit armory keys secured on his/her person during normal working hours. Armory keys will be turned in to the Primary Armory Key/Lock Custodian at the close of the working day.

3. Armory related keys will be maintained and stored separately from all other keys. Only the Primary Armory Key/Lock Custodian, and his/her Alternate's, will have access to the armory key safe/container.

4. Master keying of armory padlocks is prohibited (ref (a), par 0206k applies). Keying alike of low security, armory padlocks is authorized.

5. When arms and ammunition are stored near one another, keys to those storage areas/containers may be maintained together. Keep the number of keys to a minimum.

6. In the event of lost, misplaced, or stolen keys, the affected locks or cores must be replaced immediately. Secure replacement or backup locks, cylinders, and keys to prevent unauthorized access to them.

7. Each unit will maintain a minimum 10-15% backup of 5200 series locks. Series 5200 padlocks do not have to be rotated unless they become worn or unserviceable.

8. The Armory Key/Lock Custodian will inventory all armory keys and locks quarterly and retain inventory results for one year. The inventory will include all duplicate keys and spare locks. Key inventories will be established, and contain the following

header columns: serial number of key, manufacturer, specific application of key, location of duplicate(s) and remarks. Additional header columns may be used as necessary.

9. The Armory Key/Lock Custodian will maintain a Key Control Log to ensure continuous administrative accountability for keys. Each issue and recovery of keys will be recorded in the Log. Retain completed Key Control Logs for at least 18 months after the last entry.

10. Keys to armories, racks and containers may not be removed from the home training center (HTC) except to provide for protected storage elsewhere. Unauthorized possession of keys, key blanks, keyways, or locks adopted by a DOD component to protect AA&E is a criminal offense punishable by fine or imprisonment of up to 10 years or both (United States Code, Section 1386 of Title 10 applies).

11. Combination/Lock Rotation. The armory main door combination or high security lock shall be changed: annually, upon change of responsible personnel, after an attempted or successful forced entry, or if the combination/key is lost or compromised. These changes shall be recorded and maintained for three years.

12. The unit armory must be secured (vault door locked/IDS activated) whenever the unit Armorer/Weapons Custodian is not armed, carrying the mobile duress alarm, and physically present at the Home Training Center (HTC).

13. Armory keys will be stored in one of two ways:

a. Secured in a GSA-approved safe, within the unit armory, protected by the IDS.

b. Secured in a locked box (ammo can with 5200 series padlocks) held at a local law enforcement agency safe or secure room.

14. All duplicate armory keys and combinations will be placed in a sealed envelope within the GSA-approved armory key safe. This envelope will be drawn only in case of an emergency, when a new key or combination replaces the old one, or upon semi-annual inventory.

4013. SAFES, ARMS RACKS, AND STORAGE CONTAINERS. Weapons will be stored in banded crates, standard issue (or locally fabricated) arms racks, or a class 5 GSA-approved container (ref (a), par 0301d applies).

4014. WEAPONS BOLT STORAGE

1. All armories that meet the standard or hardened structural criteria listed in ref (e), paragraph 9002 and 9003, may maintain their weapons bolts within the weapon.

2. For armories located outside a military installation, bolts of Risk Category II arms must be removed and secured in a separate Class V three position combination safe under any of the following conditions (ref (a), par 0301g applies):

- a. Facility does not meet structural criteria.
- b. Increased threat conditions;
- c. Inoperative IDS;
- d. During periods of annual field training if arms are left in the facility; or
- e. At the decision of the Commanding Officer having direct security responsibility for the facility.

Note: Bolts so removed will be tagged with the weapon's serial number to ensure return to the same weapon. Etching of weapon's serial number on the removed parts is prohibited.

4015. INTRUSION DETECTION SYSTEM (IDS). An Intrusion Detection System (IDS) is an essential element of any in-depth physical security program. The IDS augments other physical security procedures, devices and equipment. An IDS consists of various sensors capable of detecting the entry or attempted entry into the area protected by the system. An IDS is designed to detect, not prevent, actual or attempted penetrations. Facilities where arms are stored must have an Intrusion Detection System unless they are continuously manned or under constant armed surveillance. An IDS will be used at all armories in MARFORRES.

- 1. The IDS will be tested IAW ref (e).
- 2. A mobile duress alarm is an integral part of any units IDS system. The unit Armorer/Weapons Custodian will carry the mobile duress alarm on his/her person while engaged in the performance of their duties.
- 3. If the IDS malfunctions or becomes inoperative:
 - a. The monitoring agency will be notified.
 - b. Bolts shall be removed and tagged with the weapons' serial number.

c. The auxiliary security force (ASF) must be activated to mount a 24 hour armed guard to protect the armory until the IDS is functional.

4016. TRANSPORTING WEAPONS. Transportation of weapons as addressed herein applies to the transportation of items to and from maintenance facilities, transportation to and from field training, and transportation to and from ceremonial events such as funeral details, parades, color guards, static displays, etc.

1. Weapons must be provided security during transport. The Commanding Officer's decision as to the degree of security required will take into consideration the type and amount of ordnance transported, distance to be traveled, security threat, time of day, and the degree of individual responsibility. The following guidance is provided:

a. Weapons being transported must be stowed in such a manner as to protect the items from sustaining damage in transit.

b. The transport of Government owned weapons inside a privately owned vehicle (POV) is not authorized within MARFORRES.

c. Weapons being transported off a military installation (whether carried individually or shipped in bulk) MUST be under the constant surveillance of an armed guard trained in the use of Deadly Force. Refer to ref (c) for ammunition requirements for the M16A2 rifle, M9 pistol, or 12-gauge shotgun. A minimum of one armed guard will ride in each vehicle transporting weapons. (An armed vehicle driver alone will not fulfill the armed guard requirement.) Weapons will NEVER be left unguarded.

d. Communication between vehicles must be maintained. Additionally, guards will possess a radio, cellular telephone or other means of electronic communication, which is capable of immediately summoning law enforcement assistance.

e. A Letter of Transmittal (Appendix U) will be completed by the NCOIC of the event and placed in the armory files. A signed ECR card by the NCOIC, listing all serialized items removed from the armory and used in the event, will be attached to the letter of transmittal.

4. When weapons are in transit, stored in depots or warehouses, or held for contingencies, crates or containers will be fastened together in groups totaling at least 500 pounds and banded or locked and sealed.

4017. TRANSPORTING WEAPONS VIA COMMERCIAL BUS AND AIRCRAFT

1. Numerous instructions regulate the transportation of weapons by commercial bus and aircraft. DOD 4500.9-R (Defense Transportation Regulation) provides the Commanding Officer with extensive information on this subject. Specific questions and concerns regarding the transportation of weapons aboard commercial bus and aircraft (in scheduled and chartered service) should be addressed to MARFORRES (Code G4/SMO). The following guidance is provided:

a. The using unit must notify the appropriate carrier, in advance, that weapons will be shipped/carried aboard.

b. Crew served weapons will only be transported in the baggage compartment of chartered or scheduled buses or aircraft, and must be assembled, unloaded, and containerized in accordance with carrier procedures.

c. Individual weapons (shoulder fired and side arm) may be carried, unloaded, in the passenger compartment of chartered aircraft or buses. The assembled weapon must have the bolt/bolt carrier removed and placed in a plastic bag/wrap or other protective cover and stored in the individual's pack prior to boarding per DOD 4900.9R and MCO 4600.14. (NOTE: Units may use a bolt box or any other container to fulfill this requirement.) During boarding, one person will be positioned at the bottom of the steps to check all weapons.

4018. SHIPMENT OF WEAPONS. Numerous instructions regulate the shipment of weapons and ordnance material. Specific questions and concerns regarding the shipment of weapons that are not covered in ForO P4600.1_ should be addressed to the Commander, MARFORRES (Code G4/SMO).

1. Registered Mail. Small quantity shipments are individual shipments of 15 or fewer weapons, and may be shipped registered mail (return receipt requested) when size and weight meet U.S. Postal Service requirements (ref (a), par 0606 applies). This mode shipment is the most expeditious and is the preferred method of shipping small quantities of weapons. The shipping unit will escort the weapons to the post office under armed guard.

NOTE: Except for shipment by Registered Mail, the Commanding Officer must request a freight routing from the appropriate area command when shipping secret, confidential, or sensitive items. Routing requests will be submitted per MCO P4600.14_.

2. Commercial Carrier. Large quantities of weapons (16 or greater) may be shipped by commercial carrier providing DoD

Constant Surveillance Service (CSS) (as the only required transportation service) when loaded in a sealed and locked container, and the size, weight, and safety factors meet the carrier requirement. Unit commanders will request assistance from a local traffic management organization (TMO) or MARFORRES (G-4/SMO) for large quantity weapon(s) shipments.

3. Automatic Weapon Bolt Security. Category II weapons mailed or shipped for any reason will have their bolt removed, tagged with the weapon serial number, and mailed/shipped in a separate container. All other weapons will be shipped complete. Note: Category II weapons are M14's (with selector switches, not demilitarized) M16's, M249's, M240G's and other weapons, designed to shoot automatically, more than one shot without manually reloading, by a single function of a trigger.

4. Seals. Seals do not deter forced entry. Seals are devices that are used to detect tampering. Seal systems provide a level of assurance that no tampering or entry has occurred during the period since the seal was applied or checked. Tamper resistance of a seal is dependent upon its unique identification. Seals are distinguished by the addition of unique identification characteristics such as sequential serial numbers, or other random marks. Seals should be checked frequently to detect tampering. Seals Available Through Federal Supply System:

Type	Description	NSN
7	Flat car	5340-00-662-9817
9	Metal car/ball	5340-00-081-3381
10	Cable	5340-00-084-1570

5. Report Of Shipment (REPSHIP). Commanding Officers effecting shipment of weapons will send a Report of Shipment (REPSHIP) to the receiving activity Commanding Officer (DOD 4500.9-R, ch 205, par 1 applies). Shippers must notify the designated receiver of the inbound shipment no later than 2 hours after its departure. Such notification will be by Naval Message, or other immediate electronic means. The releasing activity will maintain a record of the shipment and monitor the shipment pending an acknowledgement of receipt by receiving activity. The REPSHIP will include the following information:

FORMAT	EXAMPLE
a. Shipping Unit AAC	a. M14353
b. Item	b. Rifle, 5.56mm, E1441
c. Quantity	c. Three (3)
d. Serial Number	d. 6013345, 6013972, 6025973
e. GBL/Registration Number	e. R 349 773 005

- | | |
|------------------------------------|--------------------|
| f. Mode of Shipment/Shipper | f. Registered Mail |
| g. Date Departed | g. 020727 |
| h. ETA | h. 020801 |
| i. Receipt Acknowledgement Request | |

6. Owning units may request support from their Battalion Armorers or contact teams from the Intermediate Maintenance Activity (IMA) to effect on-site repairs when this is more cost effective than mailing/shipping weapons to supporting maintenance facilities.

4019. PERSONAL WEAPONS. Personal weapons will not be stored in South Bend's Armory.

4020. MWR/SPECIAL SERVICE WEAPONS

1. MWR/Special Services weapons will be afforded the same level of security as described for other government and privately owned weapons.
2. Issue and recovery procedures will be the same as described for non-individual weapons using the NAVMC 10359 card.
3. Authorization to issue special services weapons will be controlled by the site Commanding Officer.
4. Missing special services weapons will be reported in the same manner as any government weapon. The reporting unit will immediately notify the Commander, MARFORRES (FAC, & G-4/ORD) of the loss.

4021. SECURITY OF MUSEUM AND DEMILITARIZED WEAPONS (TO INCLUDE FOREIGN WEAPONS). Museum weapons that are not demilitarized will be afforded the same level of security as other military weapons within the same security risk category. An AK-47 automatic weapon will be stored as a security risk category II weapon, where as a Springfield bolt action rifle would be stored as a security risk category IV weapon.

4022. SECURITY/SAFETY/TRAINING AMMUNITION

1. The site Commanding Officer will establish, in writing, the authorized allowance for security and safety ammunition, which may be kept in the unit armory. (Note: Only Hazard Class and Division 1.4 and 1.3 type ammunition (i.e. small arms, smoke grenades) may be stored for security/safety purposes.) This authorization will never exceed 300 lbs. net explosive weight (NEW). The 300 lbs. limit includes the ammunition used for burial details (MCO P8020.10_, par 5008.4 applies).

2. The Commanding Officer authorization letter to the unit Armorer/Weapons Custodian will establish the maximum quantities of each DODIC that he/she authorizes for safety and security. A copy of this letter will be posted on the bulkhead, next to the safe, which contains the ammunition. A copy of this letter will also be kept on record with the ammunition account record keeper.

3. Request to store training ammunition within an armory must be submitted to the Commander, MARFORRES (G-4/Ammo), and approved prior to storage. (Note: Only Hazard Class and Division 1.4 and 1.3 type ammunition (i.e. small arms, smoke grenades) will be considered for storage.) No waiver shall be authorized to store training ammunition for a period that exceeds forty-five (45) days. These waivers will be based on a case-by-case basis and are highly dependent on when the ammunition is to be fired and how far the Ammunition Supply Point (ASP) is from the unit.

CHAPTER 5 MAINTENANCE

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5000. Responsibilities

a. Each Commanding Officer is responsible for maintaining the operational readiness of their equipment. Therefore, the owning unit is responsible for proper operating techniques,

5001. INCREASED ECHOLON OF MAINTENANCE (IEM) REQUEST

1. MARADMIN 110/00, "Common Sense Approach To Maintenance", was intended to increase equipment readiness by reducing unnecessary maintenance requirements. This policy authorizes units to perform specific IEM tasks for which they have the trained personnel, tools, TMDE, publications, facilities, and budget to perform.

2. To perform a selected IEM task, the unit commodity manager will request, in writing, authority from the Commanding Officer (Battalion/Squadron level), via the unit MMO (e-mail meets this requirement). Requests must provide details of the unit's ability to meet the requirements below. Approval must be granted, in writing, before the higher echelon task can be performed.

3. Considerations for granting IEM authority on ordnance equipment are as follows:

a. Performing the task must save the unit time. It should take less time for the unit to perform the repair than to evacuate the weapon system for repair.

b. No special tools or test equipment are required. Owning units can only request to perform those tasks that they have tools and TMDE to perform. No additional tools or TMDE will be procured to perform IEM tasks.

c. Trained maintenance personnel must be resident in the unit. If a trained technician is not resident within the unit, the ordnance equipment will be evacuated to the next higher EOM, or a contact team requested.

d. Conducting the higher EOM tasks will not interfere with accomplishment of the unit's maintenance mission.

e. Once a specific IEM task has been approved, the unit may continue performing that particular task until the Commanding Officer revokes the approval, or a change of command occurs.

4. To be granted a temporary (6 months or less) increase in the authorized EOM, the Commanding Officer (Battalion/Squadron level) will request, in writing, authorization from the Commander, MARFORRES (G-4/MMO). Such assignments must provide for the more effective use of available maintenance resources, enhance combat readiness, reduce excessive backlogs existing at higher EOM, or result in an overall savings in maintenance costs.

5002. PREVENTIVE MAINTENANCE CHECKS AND SERVICES (PMCS)

1. Preventive maintenance checks and services are systematic programs of inspecting, servicing, lubricating, and adjusting equipment. An effective PMCS program will prevent the early breakdown or failure of equipment, preventing costly, complex, and time-consuming repairs and allowing the optimum use of maintenance resources.

2. The owning unit is responsible for scheduling and ensuring the completion of equipment PMCS. The owning unit will request support for all PMCS requirements, which exceed their authorized EOM.

3. Schedule PMCS for ordnance equipment under warranty as indicated in the applicable equipment technical manual (TM) until warranty expiration. The applicable User's Logistics Support Summary (ULSS) identifies equipment under a warranty.

4. Schedule PMCS for ordnance equipment not under warranty as follows:

a. Ordnance crew served weapons and individual weapons with dual barrels (e.g., M249 SAW) not under a warranty period will have their PMCS scheduled on an annual basis. A completed PFI with IMA gauges fulfills the annual PMCS requirement.

b. Ordnance individual's weapons not under a warranty period do not require second EOM or higher scheduled PMCS.

5. PMCS will be scheduled utilizing a NAVMC 10561 per TM-4700-15/1. Use the appropriate symbol listed on the back of the NAVMC 10561 to indicate the interval. The reporting of completed PMCS will be accomplished on the ERO for all PMCS performed in organizational or support activity maintenance shops.

6. All armorers (MOS 2111) are strongly encouraged to use the PMCS sheets which are provided in Appendix's M through P.

5003. CORRECTIVE MAINTENANCE (CM)

1. Corrective maintenance consists of all maintenance actions performed to restore equipment to a specific condition - due to material failure, equipment damage, or as a result of equipment operations. A properly applied CM program, when augmented by effective Preventive Maintenance, will ensure maximum combat readiness of all equipment. The CM process commences when equipment is reported as requiring CM. It terminates when the equipment is either restored to a serviceable condition, declared not reparable, or as otherwise determined by competent authority. The owning unit is responsible for the timely performance of all CM actions within its authorized EOM.

5004. OWNING UNIT MAINTENANCE PROCEDURES

1. MCO P4790.2_ outlines the policies and procedures to be followed in the maintenance of Marine Corps ground equipment. Repairs on equipment will be performed at the lowest echelon/category of maintenance as possible. The echelon/category depends on the type of repair, repair parts, and the availability of time, tools, equipment, and qualified personnel.
2. All organizations shall perform those maintenance actions, which they are authorized to perform. The unit's T/O is the source for determining the level of maintenance authorized along with pertinent TM's, TI's, SI's, and MI's.
3. Each unit will maintain all publications, tools, and special equipment necessary to perform their authorized maintenance IAW MCO P5600.31 and ref (d).
4. An Inspection/Repair Tag (NAVMC 1018) will be properly completed per TM 4700-15/1_ and attached to all items of ordnance equipment upon detection of any defect, or unserviceability.
5. The Equipment Repair Order (ERO) (NAVMC 10245). Prepare an ERO for each individual item of equipment requiring maintenance. One ERO may be completed for items submitted in batch, and the equipment must have the same ID number. Principal end items (Class VII) will not be submitted in batch for PM, CM, nor urgent modification when places the equipment in a not mission capable status (TM 4700-15/1_, par 2-2f(4) applies). Care must be taken to ensure that a Defect Code is assigned which most accurately describes the maintenance required. The owning unit is responsible for ensuring that the proper Category Code and most optimum Priority Designator are assigned. TM 4700-15/1_ and UM-4790-5 provide detailed guidance. Enter a Deadline Control Date (DCD) on Category Code "M", "P", and "C" EROs if the equipment is

actually deadlined. All EROs will be entered into the MIMMS/AIS system.

5005. EVACUATION TO HIGHER ECHELON (EVC HECH)

1. When any maintenance actions required exceed the using unit's authorization/capability, equipment must be evacuated to the next higher echelon. Excessive delays in evacuation postpone corrective action and therefore must be avoided. The site Commanding Officer is responsible for ensuring that such ordnance equipment is evacuated in a timely basis.
2. MARADMIN 383/02, "Ground Equipment Maintenance Policy Change", was released to eliminate restrictive, non-value added maintenance process requirements. This policy authorizes owning units to request maintenance support without having all lower level maintenance actions completed. This policy does not relieve the equipment owner from the responsibility of performing their authorized maintenance tasks. It only allows for the execution of maintenance support without the precondition that all lower maintenance be performed and accomplished prior to induction.
3. The equipment-owning unit is responsible for making liaison with 4th Maintenance Battalion or their respective Inter Service Support Agreement (ISSA) provider, clearly articulating the nature of the maintenance required, then ensuring compliance with any requirements.
4. A second EOM ERO (NAVMC 10245) will be properly completed per TM 4700-15/1_ and entered into the MIMMS system (Job Status 38/EVC HECH). A separate, courtesy third EOM ERO will be prepared and accompany all ordnance equipment evacuated for maintenance. The 2nd EOM ERO number will be entered as the Request Number on the Courtesy 3rd ERO. The unit evacuating the equipment will receive the signed yellow ERO copy as a receipt for the equipment.
5. An Inspection/Repair Tag (NAVMC 1018) will be properly completed per TM 4700-15/1_ and attached to all items of ordnance equipment requiring evacuation to maintenance facilities for repair.
6. Maintenance support units will report evidence of abuse or lack of organizational maintenance by using units to the Commander, (AC/S G-4/ORD), and the Commanding Officer of the unit concerned.

7. When maintenance actions are completed, the equipment-owning unit will accomplish the following:

- a. Pick up work as soon as possible.
- b. Perform a joint inspection with the maintenance support activity. When a joint inspection is not possible due to the geographic separation within MARFORRES, the owning unit must still perform an LTI on all returned ordnance equipment before placing it back in service. This inspection includes work performed by contact teams.
- c. Ensure that all appropriate maintenance entries are documented on an ERO, and/or recorded in any required log/weapons record book (part I and/or II) prior to acceptance of the item.

5006. TRANSPORTING ORDNANCE MATERIAL

1. Weapons transported for repair or pick-up must be stowed in such a manner so as to provide maximum protection in transit. Use of padding or specially constructed transport boxes must also provide maximum protection from the elements and must prevent further damage to equipment being turned in for repair, or damage to equipment already repaired. Ordnance equipment being carried by an individual is the direct responsibility of that individual and must be handled in such a manner as to prevent damage or loss.
2. When transporting optical equipment to and from maintenance support facilities and during normal training, every precaution will be taken to ensure proper storage aboard the vehicle, to preclude damage in transit. Optical components will be protected by padding, and covered for protection against dust or rain. Those items of optical equipment with cases will be transported in their cases.
3. In the case of items transported for calibration, care and precaution must be taken to ensure calibrated instruments are afforded maximum protection from damage.
4. When transporting secondary repairable items for turn in/pick-up, the same care must be provided. The fact that an item of ordnance equipment or component is inoperable does not mean it is non-repairable. Damage to an item in transit may render it unserviceable or economically unrepairable thus decreasing the availability of repairable assets.
5. Security procedures for transporting weapons are addressed in paragraph 3017 of this directive.

5007. MAINTENANCE CONTACT TEAM REQUEST.

We will have our 3rd and 4th echelon support be provided by Combined Support Maintenance Shop located in Indianapolis, IN. The point of contact is SFC Zeber (As of 2004) in armament phone number (317) 227-2865 and MSgt Thomas in production (317) 227-2856 for any billing questions. If they are unable to support our request we will submit a maintenance contact team request directly to 4th Maintenance Battalion, 4th Force Service Support Group, 6115 North Hills Circle, Charlotte, North Carolina, 28213, (704) 598-0015, per ForO P4790.3. The request will cite the TAMCN, nomenclature, type of maintenance required, ERO request number, quantity, location, points of contact, and telephone numbers.

1. Reasons for the request may include, but are not limited to, Annual Gauging, pre-deployment inspection, bore-scope/pullover gauging, Javelin or TOW missile maintenance/PM, and third and fourth echelon inspection/repair.

2. Technical assistance will be provided to units upon request. Normally, technical assistance consists of classes on ordnance equipment and care, maintenance, and armory procedures. Assistance may also be requested for ordnance problems that cannot be resolved internally. Requests for technical assistance will be submitted via the appropriate chain of command.

5008. PRE-FIRE INSPECTIONS (PFI)

1. PFI's are conducted to detect defects that may cause hazards to personnel, or weapons. All weapons will have a PFI conducted prior to firing live ammunition. PFI procedures are contained in TI-8005-24/20 and the appropriate TM. An infantry weapons repairman, MOS 2111, must perform PFI's. The date of the PFI will not exceed 30 days prior to weapon use for any live fire and/or qualification/re-qualification. At the time of inspection, the weapon serial number will be recorded on an ERO. When performing a PFI on weapons authorized for batching, the weapons serial numbers will be recorded on a locally produced (LTI) sheet and attached to an ERO. A copy of the ERO and ordnance technical inspection form used to document the PFI will be supplied to the Range Safety Officer (RSO) for re-qualification details.

2. The Commander, Marine Forces Reserve is authorized to waive the 30 day time compliance for specified Reserve Units on a case-by-case basis. A sample request is provided in Appendix O. In order to be eligible for a waiver, a weapon must have: had documented PMCS/Gaging by an armorer (MOS 2111) within the previous 12 months; and not left the armory for firing or field training.

5009. IDENTIFICATION MARKING OF SMALL ARMS

1. Scribing, stamping, engraving or marking numbers or letters on ordnance equipment is unauthorized unless specified by Marine Corps depot maintenance work requirement (DMWR), Marine Corps directives, TI's, MI's, or TM's.
2. To assist the unit Armorer/Weapons Custodian in the issue and receipt of small arms, weapons may be stenciled with the storage rack number on its receiver or stock per TI-8370-15/1, which establishes painting as the only approved method of marking small arms and accessories. Ordnance items requiring local serial numbers will be marked using a stencil no larger than one inch in a color conducive to camouflage. Marking will consist of any unique set of letter and/or numbers.
 - a. Bayonets and combat knives will be marked on the scabbard or sheath.
 - b. Rifles will be marked on the left (Serial #) side of the stock near the butt.
 - c. Pistols will be marked on the left (Serial #) side grip panel.
 - d. Machine guns and squad automatic weapons will be marked on the top of the feed cover.
 - e. Other accessory items will be marked on any flat non-friction bearing surface.
 - f. These markings are for local identification of weapons and equipment for issue and recovery. The number should be entered in the RACK NO block of the NAVMC 10520 (Ordnance Custody Receipt Card). Do not enter these numbers on the Reporting Unit Allowance File (RUAF).

5010. CALIBRATION. The complexity of current Marine Corps equipment has resulted in an ever-increasing degree of complexity of the required test, measurement, and diagnostic equipment (TMDE). TMDE are sophisticated tools that require control, inventory and maintenance. The main emphasis of TMDE maintenance is accuracy, assured through calibration. By failing to make sure that TMDE is properly calibrated the unit may conduct maintenance using test equipment that is not accurate - thereby compromising the integrity of the end item undergoing maintenance. Additional guidance on calibration can be obtained in TI-4733-15/11. Calibration records will be maintained on all

MAINTENANCE

gauges per instructions in TM 4700-15/1, MCO P4790.2 and ForO P4790.3_.

5011. INFANTRY WEAPONS GAGE CALIBRATION PROGRAM (IWGCP)

1. The IWGCP has been developed to maintain a pool of calibration gages for exchange of uncalibrated gages at no cost to the unit.

a. Requests for gages should be submitted per the current edition of TI-4733-15/11. Requests may be sent by Naval Message (NAVMSG), FAX, website request, or e-mail to the Commanding Officer, Corona Division, Naval Surface Warfare Center, Measurement Science and Technology Laboratory MS22 (Bldg 575), 1999 Forth St., Norco, California 92860-1915, DSN 933-4312, Com (909) 272-4312, sixty (60) days before the date calibrated gages are required.

b. All gages identified, as excess must be turned in to the IWGCP program manager at Pomona, California.

2. Units are reminded they must return gages requiring calibration to the IWGCP using traceable means no later than five (5) working days after receiving calibrated gages using shipping container(s) in which calibrated gages were received.

5012. PAINTING ORDNANCE MATERIAL

1. Indiscriminate painting of ground ordnance equipment and material including fire control and optical instruments inhibits the performance of proper preventive maintenance. Painting is for preserving the surface of the item from which the protective finish has been removed by corrosion or wear, for disruptive patterning for camouflage, and to eliminate light reflection from parts which have become shinny.

2. Satisfactory metal surfaces for weapons range from black to light gray. A worn, shiny metal surface is objectionable only when it is capable of reflecting light. Minor loss of finish (shiny spots, nicks, scratches, etc.) on exterior surfaces can often be restored by the use of solid film lubricant, NSN 9150-01-260-2534. (Refer to TM 9-1005-249-24&P for proper use and application.) The only authorized level of maintenance to phosphate finish small arms is Depot.

3. Paint tactical and combat equipment per ref (d) and ref (f).

4. The painting and registration marking of Marine Corps vehicles and equipment will be as specified in TM 4750-15/1. Marine Corps green gloss enamel will not be used on tactical and combat equipment. The only paint authorized for MARFORRES vehicles is Chemical Agent Resistant Coating paint (CARC). Those

portions of combat vehicles requiring interior painting will be painted with fire retardant paint.

5013. CLEANING ORDNANCE EQUIPMENT

1. The Commanding Officer will establish procedures to ensure that all weapons are inspected for proper cleanliness and lubrication. After periods of firing, individual and crew served weapons must be field stripped and thoroughly cleaned prior to return to the unit armory. Procedures for cleaning security and stock weapons are contained in paragraph 2005.
2. Commanding Officer's are cautioned that technical publications pertaining to a specific item of equipment may prescribe materials and procedures for cleaning and preserving that particular type of equipment. USMC supply instruction (SI-9150-15/2) authorizes the use of CLP, which provides protection for weapons systems. The indiscriminate use of unauthorized cleaning material on ordnance equipment could result in deterioration or damage and is strictly prohibited.

5014. OPTICAL EQUIPMENT

1. Adverse climatic conditions and frequent use of optical equipment imposes a requirement for optimum organizational maintenance. Because of the delicate and complex nature of optical equipment, organizational corrective maintenance is limited in scope. Therefore, continuous operator and organizational preventive maintenance is essential. While in use, the lenses of optical equipment should be protected from the elements whenever possible. Lens tissue and camel hairbrushes will be made available to remove dirt and fingerprints from the lenses of optical equipment while issued and upon return of equipment to the unit armory of designated storage area.
2. When not in use, instruments may be stored in their carrying/storage cases. Batteries will be removed from optical instruments before storage to prevent equipment from becoming unserviceable/unrepairable due to battery corrosion. Batteries will be stored in an authorized area. Optical equipment is no longer required to be stored in a hot locker; therefore, hot lockers are no longer required within MARFORRES.
3. Using units possessing the personnel and equipment required to purge fire control equipment with dry nitrogen will ensure that this service is performed at required intervals. Units without this capability will arrange for this service with the appropriate maintenance support facility.

4. Some items of optical equipment contain a radioactive isotope used to energize phosphorescent materials for illumination. The most common radioactive isotope, in the form of a gas, is called Tritium (H-3). (Any unit with such equipment shall closely comply with paragraphs 5, 6, 7 and 8 below.) The tritium is contained in a sealed vial within the device and as long as the vial is intact, the tritium poses no threat to personnel. If the vial is broken however, the gas will escape and a portion of it may combine with oxygen in the air to form "tritiated water" (H3O). Although the gas itself disperses rapidly, it can pose a health hazard by inhalation, particularly within an area of limited ventilation. In addition, tritiated water, being more persistent, poses a serious health hazard by inadvertent ingestion. In an effort to protect all personnel in general and maintenance personnel in particular, prior to the handling of any intact radioactive commodity containing tritium, an illumination check should be done to ensure the integrity of the tritium source(s). This check is conducted by simply taking the item into a dark room and visually confirming that all illumination sources are functioning as designed. Prior to conducting the check, maintenance personnel shall review pertinent documentation concerning the item to ensure their understanding of the location and number of sources contained within the specific piece of equipment. In the case of a damaged radioactive commodity or one that fails the illumination check, the item shall be considered contaminated until proven otherwise and the unit shall follow the procedures set forth in paragraph 8 below.

5. Although not specifically an ordnance item, the Compass, Magnetic Un-mounted Lensatic (TAMCN K4222), should be retained in the unit armory and stored in a container marked with the standard radiation symbol and words "WARNING, RADIOACTIVE MATERIALS". In the event of a damaged compass, the unit shall comply with paragraph 8 below.

6. All equipment containing radioactive materials, must be labeled, "WARNING, RADIOACTIVE MATERIALS" and shall be classified as a Radioactive Commodity (RC). As per the current edition of MCO 5104.3 and Marine Forces Reserve (MFR) policy, any unit possessing, storing, handling or shipping RC shall have a trained Radiation Protection Assistant (RPA). (For more information on RPA training, units shall contact the MFR safety office.) Under the supervision of the local RPA, each unit shall have on hand the following emergency response equipment:

- a. Heavy duty plastic bags sufficient in size to hold any RC that is potentially contaminated.
- b. Duct Tape for sealing said bags.

c. Latex gloves for the personal protection of those handling the potentially contaminated RC.

d. Wipe test materials to conduct wipe testing of the RC.

Note: Each RPA is trained in the procedures for conducting contamination surveys and is aware of the source of wipe test materials.

7. Organizations that possess, use, store, maintain, ship, handle or otherwise come in contact with RC shall:

a. Assign an RPA in writing.

b. Establish and maintain directives and instructions for the safe handling, shipment and storage of RC.

c. Report all radiological incidents in accordance with MCO 5104.3_ and MFR policy.

d. Advise the local fire department of the location, amount and type of RC aboard the unit's facility.

e. Post standard radiation markings in accordance with MCO 5104.3_.

f. Post the Nuclear Regulatory Commission "Notice to Employees" (NRC Form 3) as required by Federal law.

g. Ship RC only with proper authority and coordination with the Command Radiation Safety Officer of Marine Forces Reserve.

8. Radiological Incidents. A radiological incident is any unplanned event, which causes the loss of, damage to, or theft of any RC. In the event of damage, all potentially contaminated commodities shall be immediately double bagged and a report submitted to the unit Radiation Protection Assistant (RPA). Absent a trained RPA, the unit shall contact the next higher unit within their respective chain of command requesting guidance/assistance from the higher level RPA with the possible radiological contamination issue. If such trained assistance is not available within the unit's chain of command, a call shall be made to the Marine Forces Reserve Command Radiation Safety Officer.

5015. LASER SYSTEMS MAINTENANCE. Lasers and Laser light are potentially dangerous. MCO 5104.1_ and Marine Forces Reserve policy requires that any unit using or performing maintenance on any Laser system shall have a trained Administrative Laser Safety Officer (ALSO). This training is available from the Marine

Forces Reserve ground safety office. The unit ALSO will then be able to manage a Laser Safety program as outline in the above listed directives tailored to the needs of the unit. The ALSO's responsibilities include but are not limited to:

- a. Developing local SOP's and instructions governing the safe operation of Laser systems.
- b. Identifying all personnel who are likely to come in contact with Laser energy sufficient to cause injury.
- c. Implementing control measures to ensure the safety of personnel who conduct maintenance on Laser systems.
- d. Maintaining the required records pertaining to Laser firing, Laser eye protection and the training of Laser personnel.
- e. Establishing a medical surveillance program designed to protect the welfare of Laser personnel.
- f. Maintaining an accurate and on-going inventory of all Laser systems under the unit's control.
- g. Tracking the shipment of all Lasers and Laser systems from the unit to any consignee.
- h. Maintaining all records related to Laser and Laser systems for a period of five years.
- i. Ensuring all required reports concerning either known or suspected Laser over-exposures regardless of whether an injury occurs or not.
- j. Ensuring all maintenance personnel are thoroughly trained regarding the hazards associated with Laser light and with the non-beam hazards present in the Laser systems on which they work.

Chapter 6 FORMS, RECORDS, LOGS, GUN BOOKS, AND ORDNANCE VEHICLE
LOG BOOKS

<u>TOPIC</u>	<u>PARAGRAPH</u>
GENERAL	6000
WEAPON RECORD BOOKS	6001
LOST OR MISSING WEAPONS RECORD BOOKS/VEHICLE LOGS	6002

6000. GENERAL

1. TM 4700-15/1_ provides detailed instructions for the preparation, use and disposition of required forms and records associated with the operation, maintenance, repair, and disposition of Marine Corps equipment.
2. The Commanding Officer's and supervisory personnel are responsible for ordnance maintenance and will ensure strict adherence to current directives and the provisions contained in TM 4700-15/1_ in maintaining ordnance equipment records.
3. Inspection tags (NAVMC 1018) will be properly completed and attached to all items of ordnance equipment, upon detection of repairs required, and when evacuated to maintenance facilities for repair.
4. Ordnance equipment records will accompany equipment evacuated to maintenance facilities.

6001. WEAPON RECORD BOOKS (NAVMC 10558 PART I AND NAVMC 10558A PART II)

1. Purpose. The purpose of the weapon record book is to maintain an historical record of the number of rounds fired and an accurate record of repairs. Additional pertinent information may be included at the Commanding Officer's discretion.
2. Refer to TM 4700-15/1_ for additional information.

6002. LOST OR MISSING WEAPONS RECORD BOOKS/VEHICLE LOGS

1. Weapon Record Book. When the custody of a weapon is transferred, it is the responsibility of the new custodian to ensure that the weapon record book is with the weapon upon receipt. In the event that the record book is not received, the new custodian initiates action to locate the missing record and is responsible for preparing new records if the missing record is not found. In the event a weapon record book is lost, the weapon will be placed on ADL immediately, and an investigation initiated (TM 4700-15/1).
- a. As a matter of routine, the current rounds fired count will be annotated on all ERO's used to request borescope/pullover inspections.
- b. In the event of a lost gun book, and after a thorough search fails to recover the gun book, the owning unit's S-4/ORDO will notify CG, (AC/S G-4/ORD) and arrange to pick up a replacement book. Deployed units report lost books via message;

subsequently Division Ordnance will expedite shipment of replacement books. The weapon will then be delivered to the supporting IMA accompanied by an ERO, "request LTI for the purpose of gun book reconstruction." With the request ERO, the unit must provide detailed background information, i.e., estimated the number of rounds and effective full charge (EFC) at time of loss. In the collection and subsequent presentation of info/data, the following points are germane:

(1) Reconstruction of the operational use/availability of the guns since the last known rounds count is essential. Use training schedules, range requests, ordnance vehicle logbook, etc.

(2) If the gun is associated with similar guns, i.e., one of a tank, LAV or AAV platoon, or a mortar section, then the number of rounds fired should be an average of the other guns in the platoon/section. Averaging is required if for some reason the gun was not taken to the range with the remainder of the platoon at specific times. A quick review of the maintenance record/ERO folder for the gun can yield valuable data, which will assist in determination of gun availability during periods of live fire exercises. Non-available guns cannot fire. If the gun was consistently available, then the rounds fired should be very near the number recorded for the other guns, thus eliminating the need for averaging.

(3) A review of the ammunition requisitions submitted for the type of gun, divided by the number of similar guns taken to the range during times of availability can further serve to assist in averaging rounds fired.

(4) Finally, interview the gun crew missing the gun book as well as other gun crews who may have insight into the methods of gun employment in order to assess reliability of information obtained via those points made above.

c. When missing gun books (NAVMC 10558A) are replaced, a beginning entry must be made in the bore inspection record section by the infantry weapons repair shop at FSSG.

d. When a pen change is required in a gun book the following procedures will be followed:

(1) A supervisor will verify that a change is needed.

(2) Neatly line out the wrong data and enter the correct data with black ink.

(3) Once changes are annotated a supervisor will review the change and place his/her initials and the date near the change. The use of white out/correction tape is prohibited. The Commanding Officer or designated representative will conduct a quarterly review of the weapon record book part I and/or part II for accuracy and completeness of all entries therein.

CHAPTER 7 INSPECTIONS

<u>TOPIC</u>	<u>PARAGRAPH</u>
GENERAL	7000
COMMAND INSPECTIONS	7001
UNIT SELF-INSPECTION	7002

7000 General. Each Commanding Officer is responsible for conducting periodic inspections of ordnance equipment and related supplies. A periodic command inspection of ordnance equipment imposes additional requirements on the unit with regards to the conduct of these inspections. However, each item of ordnance equipment has some relatively simple components whose overall condition is indicative of whether proper 1st and 2nd echelon Preventive Maintenance (PM) has been performed.

7001. COMMAND INSPECTIONS

1. Command inspections will include a general inspection of all ordnance equipment, records, and supporting maintenance management programs. Command inspections will include, but are not limited to the following:

a. The physical security and adequacy of weapon storage areas. Representatives from the Commander, MARFORRES, Base Operations (BOS) will conduct detailed inspections concerning the security of weapons per ForO P5500.1__.

b. Supply and accounting procedures.

c. Maintenance of weapons, other ordnance equipment, and tool kits, chests, test sets and hand tools.

d. Status of technical training.

e. Maintenance of ordnance publications and directives.

f. Maintenance of records.

g. PEB accountability.

h. The Infantry Weapons Gage Calibration Program.

7002. UNIT SELF-INSPECTION

1. At least annually, the site Commanding Officer will conduct a self-inspection of all ordnance operations under his/her control. To assist in this inspection, a checklist is provided in Appendix Q. Where inspection results warrant assistance from this headquarters, refer to paragraph 7003.

2. Each newly appointed Armorer/Weapons Custodian will complete a self-inspection of their areas of responsibilities. This self-inspection should be conducted within 30 days of the individual being appointed or joined.

ORDNANCE INSPECTIONS

3. All inspection results whether command inspections, TAV, ordnance assist visits or self-inspection results are to be maintained in the armory for a period of three years.

CHAPTER 8 SAFETY PROCEDURES

<u>TOPIC</u>	<u>PARAGRAPH</u>
GENERAL	8000
SAFETY PROGRAMS	8001
WEAPONS TRAINING	8002
MACHINE GUN BARRELS	8003
WEAPONS CLEARING BARRELS	8004

8000. GENERAL. It is the responsibility of all personnel to be aware of, understand, and observe all safety orders and regulations which are established to prevent injury to themselves or others and unnecessary damage to property or equipment.

8001. SAFETY PROGRAMS

1. MCO P5100.8 outlines and provides specific guidelines on safety programs, which include sight conservation, foot protection, and the hazardous material safety program. MCO 6260.1_ provides guidance for the implementation of the hearing conservation program.
2. The Sight Conservation Program is designed to eliminate eye injuries, reduce accidents resulting from faulty vision, increase production and eliminate waste caused by defective vision.
3. The Foot Protection Program is designed for protection in those areas that are usually associated with high rates of foot injuries. MCO P5100.8_ provides instructions for personnel regarding the wearing of foot protection devices (safety shoes and/or safety toe caps).
4. The Hazardous Material Safety Program is designed to identify certain hazardous materials, which by virtue of their potentially dangerous nature, requires control to ensure adequate safety to life and property.
5. The Hearing Conservation Program is designed to prevent hearing loss in personnel assigned to areas of high intensity noise. Use of hearing protection devices in hazardous hearing areas is mandated.

8002. WEAPONS TRAINING. Prior to firing any weapon, all personnel will be trained on the safe operation of the weapon(s) being used.

1. At minimum, the following safety concerns will be covered during the training period:
 - a. Safety warnings identified in operators manuals.
 - b. Weapons Condition Codes.
 - c. Immediate action procedures.
 - d. Range safety precautions.

2. It is recommended that documentation of training received be entered in the appropriate personnel record (SRB/OQR), and Individual Training Records.
3. During live fire, ensure responsible, appropriately trained individuals are designated as Safety and/or Range Officers in accordance with applicable Marine Corps orders and directives and individual range regulations.

8003. MACHINE GUN BARRELS

1. All machine gun barrels (serviceable or not) will have a single dog tag secured to the gas cylinder and barrel. The serial number of the receiver to which the barrel is assigned will be stamped on one line of the dog tag. The designation "BARREL A" or "BARREL B" will be stamped on the second line of the dog tag. This will ensure barrels are used with a single receiver based on wear patterns. This will also preclude the interchanging of barrels between weapons. (Note: Units may also stamp the unit name and/or the weapon type on separate lines of the dog tag.)
2. Units are authorized to retain one unserviceable barrel per machine gun for firing blank ammunition. Barrels retained for firing blank ammunition will be readily as such by painting a two inch yellow band around the barrel and gas cylinder. Unserviceable barrels retained for firing blank ammunition must have serviceable barrel sockets in order to preclude damage to the machine guns bolt.

8004. WEAPONS CLEARING BARRELS

1. MCO 5500.6_ authorizes units to insert loaded magazines into weapons when they are utilized in the capacity of Law Enforcement and Security. As a matter of safety, the necessity to maintain weapons clearing barrels, both inside the armory and outside the armory, exists. Units which have been fielded commercially produced clearing devices should place these inside the armory (ref (e), par 5001.2b applies).
2. All weapons will be cleared in the clearing barrel, located outside of the armory door, prior to returning them to the armory.

APPENDICES

<u>TOPIC</u>	<u>APPENDIX</u>
AUTHORIZATION TO WITNESS ISSUE/RECOVERY OF WEAPONS	A
AUTHORIZATION TO SIGN ORDNANCE CUSTODY RECEIPT CARDS	B
CREW SERVED WEAPONS TEAM ASSIGNMENTS	C
ARMAMENT SUMMARY CHART	D
SECURITY RISK CATEGORY	E
COMMAND SECURITY OFFICER APPOINTMENT	F
LOCAL SECURITY SURVEY	G
UNACCOMPANIED/ACCOMPANIED/KEY ACCESS AUTHORIZATION LETTER	H
ARMORY ACCESS SCREENING FORM NAVMC 1386	I
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APPOINTMENT OF ARMORY LOCK/KEY CUSTODIAN	L
PMCS SHEETS M16A2	M
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AUTHORIZATION TO WITNESS THE ISSUE/RECOVERY OF INDIVIDUAL WEAPONS

From: (Battalion/Squadron) Commanding Officer, Unit, City
To: Corporal Lance A. Banatz 123 45 6789/2111 USMC

Subj: AUTHORIZATION TO WITNESS THE ISSUE/RECOVERY OF INDIVIDUAL WEAPONS

Ref: (a) UM 4400-124, par 2.9
(b) TM 4700-15/1_, par 7-3.b
(c) ForO P8000.1_, par 2001.1(b)

1. Per the references, you are hereby authorized to witness the initial issue and final recovery of individual weapons by signing the INSPECTING OFFICER block of the Memorandum Receipt for Individual Weapons and Accessories (NAVMC 10576) for Unit Name, City.
2. You will be guided in the performance of your duties by the references. You are directed to become familiar with and consult applicable orders and directives pertaining to this assignment.
3. Sample signature: _____
4. This letter will be retained on-file in the unit armory until all NAVMC 10576s with your signature have been recovered.

I. M. INCHARGE

Copy to: Ordnance Officer
Armory

AUTHORIZATION TO SIGN ORDNANCE CUSTODY RECEIPT CARDS

From: (Battalion/Squadron) Commanding Officer, Unit, City
To: Captain Joseph S. Ragman 123 45 6789/0302 USMC

Subj: AUTHORIZATION TO SIGN ORDNANCE CUSTODY RECEIPT CARDS
(NAVMC 10520)

Ref: (a) UM 4400-124, par 2.9
(b) TM 4700-15/1, par 7-4.b
(c) ForO P8000.1, par 2001.2.a (1)

1. Per the references, you are hereby authorized to sign ordnance custody receipt cards (NAVMC 10520) for Unit Name, City.
2. You will be responsible for ensuring the security and positive control of all blank NAVMC 10520 cards at your unit.
3. You will be guided in the performance of your duties by the references. You are directed to become familiar with and consult applicable orders and directives pertaining to this assignment.
4. Sample signature: _____.
5. This letter supersedes all previous letters of appointment and is rescinded upon your transfer from this command.

I. M. INCHARGE

Copy to: Ordnance Officer
Armory

MACHINE GUN CREW ASSIGNMENTS

From: Commanding Officer, Unit Name, City
 To: Armorer/Weapons Custodian, Unit Name, City

Subj: MACHINE GUN CREW ASSIGNMENTS

Ref: (a) TM 4700-15/1_, par 7-5.b
 (b) ForO P8000.1_, par 2002.1(b) 1

1. Per the references, the following machine gun crews are assigned for Unit Name, City:

<u>Gun Crew 1</u>	<u>Name</u>	<u>Rank</u>	<u>SSN</u>
M240G MG Ser# 7474	Gunner		
Tripod M122 #7774	Asst Gunner		
	Ammo Man		
	Ammo Man		

<u>Gun Crew 1</u>	<u>Name</u>	<u>Rank</u>	<u>SSN</u>
M240G MG Ser# 7582	Gunner		
Tripod M122 #8111	Asst Gunner		
	Ammo Man		
	Ammo Man		

2. Individuals assigned to a gun crew are granted authority to receipt for that particular weapon. Prior to the release of the machine-gun and SL-3, the individual responsible, by this assignment, will surrender their identification card and Weapons Custody Receipt, NAVMC 10520. After validation, the identification card will be returned to the individual. The weapons custody receipt card will remain in the armory while the weapon and collateral equipment are in the hands of the assigned personnel.

3. Individuals assigned to gun crew teams are responsible for the accountability of the weapon and all SL-3 in their custody.

I. M. INCHARGE

ARMAMENT SUMMARY CHART

[illegible]

1. Missiles and Rockets

a. Category I. Non-nuclear missiles and rockets in a ready-to-fire configuration, or if jointly stored or transported with the launcher tube and/or gripstock and the explosive round though not in a ready-to-fire configuration, shall be considered Category I items. Included are the Redeye, Stinger, Dragon, Javelin, Light Antitank Weapon (LAW) (66mm), shoulder-launched multi purpose assault weapon (SMAW) (83mm), M136 (AT-4) anti-armor launcher and cartridge (84mm).

b. Category II. Missiles and rockets not in a ready-to-fire configuration that are crew-served or require platform-mounted launchers and other equipment to function. Included in this group are the tube-launched optically tracked weapon (TOW) missile and Hydra-70.

c. Category III. Missiles and rockets that require platform-mounted launchers and complex hardware and software equipment to function. Included in this group is the Hellfire missile.

2. Arms. Weapon capabilities are defined in Code of Federal Regulations (CFR) 27, subchapter M, part 179, pg 607 & 608. The CFR list weapons capabilities and are given a Department of the Navy category number as listed below.

a. Category II. M14s (with selector switches), M16s, and light automatic weapons up to and including .50 caliber and 40mm MK 19 machine guns. Note: Marine Corps activities will treat 20mm M242 (Bush Master) chain guns (and similar newly-developed weapons) as Category II arms if they are not mounted on secured vehicles. Weapon components such as silencers, mufflers, and noise suppression devices will be treated as Category II items.

b. Category III. Includes the following items. Launch tube and grip stock for the Stinger missile. Launch tube, sight assembly, and grip stock for the Redeye missile. Tracker for the Dragon missile. Mortar tubes up to and including 81mm. Grenade launchers. Rocket and missile launchers with an unpacked weight of 100 pounds or less. Flame throwers. The launcher or missile guidance set, or the optical sight for the TOW.

c. Category IV. Includes the following items. Shoulder-fired weapons, other than grenade launchers, not fully automatic. Handguns. Recoilless rifles up to an including 106mm.

COMMAND SECURITY OFFICER (CSO) APPOINTMENT

From: Commanding Officer, Unit, City
To: 1stSgt Joseph A. Marine 123 45 6789/9999 USMC

Subj: APPOINTMENT AS COMMAND SECURITY OFFICER (CSO)

Ref: (a) MCO 5530.14, par 1008
(b) ForO P8000.1_, par 3001
(c) ForO P5500.1_, par 4002.4(b)

1. Per the references, you are hereby appointed as Command Security Officer for Unit Name, City.
2. You will be responsible for all physical security related issues at this unit. You will be guided in the performance of your duties by the references. You are directed to become familiar with and consult applicable orders and directives pertaining to this assignment.
3. This letter supersedes all previous letters of appointment and is rescinded upon your transfer from this command.

I. M. INCHARGE

Copy to: Ordnance Officer
Armory

LOCAL SECURITY SURVEY

MARINE FORCES RESERVE PHYSICAL SECURITY SURVEY (circle one) ARMORY / VMP / SUPPLY / RESERVE		Date:
Unit:	Copy to: (1) COMMARFORRES (FAC) (2)	
Address:	Ref: (a) ForO P5500.1 (b) OPNAVINST 5530.13B (c) OPNAVINST 5530.14B	
1. For references (a) through (c), a physical security survey was conducted on (date) for (functional area, bldg, room, location of inspected area).		
2. This survey involved the review of local police crime statistics for the period from _____ to _____. The following types of crimes have occurred in the vicinity of the reserve center:		
3. <u>SYNOPSIS OF SURVEY</u> . The following deficiencies were identified:		
4. <u>BUILDING AND AREA</u> . The armory / VMP / supply warehouse / other is located in room # / building #. The sensitive space is located (describe location of space in relation to entrances, exterior walls, assembly area, etc.). The area surrounding the reserve center is urban, suburban, rural. Its use is characterized as residential / commercial / industrial.		
5. <u>PHYSICAL SECURITY BARRIERS / EQUIPMENT</u> .		
a. Walls. Material and construction.		
b. Ceiling. Material and construction.		
c. Floor. Material and construction.		
d. Doors. Material and construction.		
e. Other openings (Issue ports, vents, windows). How secured.		
f. Fencing. Material and construction.		
g. Security Lighting.		
Signature of Activity Security Officer:	Signature of I-1 / Site Commander:	
Typed Name / Grade of Activity Security Officer:	Typed Name / Grade of I-1 / Site Cmdr:	

LOCAL SECURITY SURVEY

Site:	Date:	Page <u> </u> of <u> </u>
<p>h. Intrusion Detection System. Type and coverage.</p> <p>i. Locks. Type.</p> <p>j. Safes / Vaults / Containers.</p> <p>6. <u>PREVENTIVE MEASURES AND TRAINING:</u></p> <p>a. Lock and Key Control.</p> <p>b. Access Control.</p> <p>c. Accountability / Inventory.</p> <p>d. Training. (Deadly force / weapons / etc)</p> <p>e. Security Orders / SOPs</p>		

5500

DATE

From: Commanding Officer, Unit Name, City
 To: Armory Files

Subj: ARMORY ACCESS LIST

Ref: (a) OPNAVINST 5530.13_, par 0305, 0407/0914
 (b) ForO P8000.1_, par 3009
 (c) ForO P5500.1_, par 13002.3

1. UNACCOMPANIED ACCESS. Per the references, the following personnel are hereby granted unaccompanied access to the unit armory for Unit Name. Further, these personnel are authorized one element of armory access. Additionally, these personnel are also authorized to draw and maintain keys to the unit armory.

<u>NAME</u>	<u>RANK</u>	<u>SSN</u>	<u>BILLET</u>
Wayne, J.W.	SSgt	954 58 6345	I-I Armorer
Marino, I.M.	SSgt	123 45 6789	I-I Trng Chf/Alt Wpns Cust
Smith, T.E.	SSgt	045 08 0401	I-I Admn Chf/Alt Wpns Cust
Helper, I.M.	LCpl	000 21 5486	Unit Armorer

2. ACCOMPANIED ACCESS. Per the references, the following personnel are hereby granted accompanied access to the unit armory for Unit Name. Further, these personnel are authorized one element of armory access.

<u>NAME</u>	<u>RANK</u>	<u>SSN</u>	<u>BILLET</u>
Marine, J.A.	1stSgt	987 65 4321	I-I 1stSgt/CSO/Key Cust
Doer, R.A.	SSgt	888 88 8889	I-I Supply Chf
Pusher, M.A.	Sgt	721 12 1212	I-I Motor-T Chf
Jones, B.A.	HM1	454 45 4545	I-I Corpsman

UNACCOMPANIED/ACCOMPANIED/KEY ACCESS AUTHORIZATION LETTER

Subj: ARMORY ACCESS LIST

3. This list supersedes and cancels all previous access lists.

I. M. COMMANDING

Copy to: MFR (FAC)
CSO

Rt. (S) OF NAWG SYD 0133
 (L) / LMR 697787
 (L) / LMR 697998

INDIVIDUAL		INDIVIDUAL GOCC/DRUG SCREENING	
RANK	NAME	RANK	NAME
SSN	MOS	SSN	MOS
BULET	DATES OF SCREENING	BULET	DATES OF SCREENING
SIGNATURE		SIGNATURE	
SUBJECT		YES	NO
<p>Subject Marine's medical records transmitted by competent medical authority. There are no medical conditions that would prevent this Marine from handling A&E</p> <p>Subject Marine's service record for all of his time in record has been screened. There is no drug/alcohol found in the work period for this Marine from handling A&E</p> <p>Subject Marine has no pending legal and/or civil convictions court martial, civil in courts or no judicial punishment in the work period for this Marine from handling A&E</p> <p>Subject Marine is not a sexual harasser, pedophile, rapist, or offender as required for A&E</p>			EXPLANATION OF RESPONSES

☐ does not do personal screening requirements to conduct ABEs performed during regular duties.

☐ currently does not do the personal screening requirements to conduct ABEs performed during regular duties. Subject Matter will be reviewed within _____ days.

☐ cannot meet the personal screening requirements to conduct ABEs performed during their regular duties. As a member of their department, no one is qualified to conduct ABEs. If appropriate, the command will monitor vehicle traffic within the jurisdiction to look for a suitable candidate to perform individual license/corporal fielding, require graduation of ABE.

Retention This record will be kept for one year from termination of the individual assignment, or one year after final interview if the individual is subsequently hired or reentering process.

NWAC 1396 (Rev. 4-68) (U)
SN 0109L735(44)

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I, _____, understand that Deadly force is justified only under conditions of extreme necessity and when all three of the following circumstances are present:

1. Lesser means have been exhausted, are unavailable or cannot be reasonably employed;
2. The risk of death or serious bodily harm to innocent persons is not significantly increased by use; and
3. The purpose of its use is one of the following:

a. Self-Defense and Defense of Others. To protect others or myself if I reasonably believe that they or I are in imminent danger of death or serious bodily harm.

b. Assets Involving National Security. To prevent the actual theft or sabotage of assets vital to national security. DoD assets shall be specifically designated as "vital to national security" only when their loss, damage, or compromise would seriously jeopardize the fulfillment of a national defense mission (i.e., nuclear weapons; nuclear command, control and communications facilities; and designated restricted areas containing strategic operational assets, sensitive codes, or special access programs).

c. Assets Not Involving National Security But Inherently Dangerous To Others. To prevent the actual theft or sabotage of resources that, in the hands of an unauthorized individual, presents a substantial potential danger of death or serious bodily harm to others (i.e., high-risk portable and lethal missiles, rockets, weapons, ammunition, explosives, chemical agents, and special nuclear material).

d. Serious Offenses Against Persons. To prevent or interrupt the commission of a serious crime that involves imminent danger of death or serious bodily harm to another (i.e., murder, arson, armed robbery, aggravated assault and rape).

e. Protect Public Health or Safety. To prevent the destruction of public utilities or similar critical infrastructure vital to public health or safety, the damage of which, would create an imminent danger of death or serious bodily harm to others.

f. Arrest or Apprehension. To arrest or apprehend a person who, there is probable cause to believe, has committed one of the

GUIDANCE ON USE OF DEADLY FORCE

serious offenses referred to in subparagraphs b through e above.

g. Escape. When deadly force has been specifically authorized to prevent the escape of a prisoner provided I have probable cause to believe that such a person:

(1) Has committed or attempted to commit one of the serious offenses referred to in subparagraphs 3.b through 3.e above.

(2) Would pose an imminent danger of death or serious bodily harm to law enforcement or security personnel or to any other person.

4. Additional requirements for the use of firearms:

a. Warning shots are prohibited.

b. When a firearm is discharged, it will be fired with the intent of rendering the person(s) at whom it is discharged incapable of continuing the activity or course of behavior prompting the individual to shoot.

c. Shots shall be fired only with due regard for the safety of innocent bystanders.

d. In the case of holstered weapons, a weapon should not be removed from the holster unless there is reasonable expectation that use of the weapon may be necessary.

SIGNATURE OF MARINE

SIGNATURE OF WITNESSING SNCO

PRINTED NAME / RANK / DATE

PRINTED NAME / RANK / DATE

1. Assume the weapon is loaded.
2. The following loading and clearing procedures for weapons will be adhered to:

a. M16 RIFLE

Loading

1. Point the weapon in a safe direction/clearing barrel.
2. Place a full magazine in the magazine well.
3. Pull bolt to the rear.
4. Visually and physically check chamber for a round.
5. Release the bolt and place the safety in the "safe" position.

Clearing

1. Keep the weapon pointed in a clear direction/clearing barrel.
2. Push the magazine release button and remove the loaded magazine from the rifle.
3. Pull the bolt to the rear.
4. Visually and physically check chamber for a round.
5. With the weapon still pointed in a safe direction/clearing barrel, release the bolt and squeeze the trigger.

b. M9 PISTOL

Loading

1. Point the weapon in a safe direction/clearing barrel.
2. Ensure safety is in the "safe" position.
3. Insert a fully loaded magazine into the pistol.
4. Pull the slide to the rear and chamber a round.
Do not take the safety off except when Deadly Force is authorized.

Clearing

1. Point the weapon in a safe direction/clearing barrel.
2. Push the magazine release button and remove the magazine from the pistol.
3. Pull the slide to the rear to remove the round from the chamber.
4. Lock the slide to the rear.
5. Visually and physically check chamber for a round.
6. With the weapon still pointed in a safe direction/clearing barrel, release slide.
7. Return round to magazine.

c. M249 SAW

Loading

1. Attach a 200-round box of ammunition to the underside of the receiver.

NOTE: The underside of the receiver has a dovetail locking recess that will accept the dovetail lug on the ammo box.

2. Align the recess and lugs; push them together until they lock.
3. Pull outward on the ammo box to ensure that it is locked in place.
4. Locate the green belt tab on the top of the ammo box and pull up on it.

NOTE: The belted ammo is affixed to this tab and will be pulled from the ammo box.

5. Open the cover assembly and place the belt of ammunition on top of the feed tray with the open side of the links facing downward.

NOTE: Place the first round against the cartridge stop. Place the belt tab to the right of the cartridge stop.

6. Hold the belt in place; shut the cover assembly making sure it locks in place.
7. If the bolt is forward (weapon can be loaded with the bolt closed or open), pull it to the rear and push the cocking handle forward until it clicks.
8. Place the weapon on SAFE.

Clearing

1. Place the muzzle in the clearing barrel.
2. Take the weapon off SAFE.
3. Pull the cocking handle to the rear.
4. Put the weapon on SAFE.
5. Open the feed tray cover.
6. Remove all ammunition and belt links.
7. Lift the feed tray and inspect the chamber to ensure that no ammunition is present.
8. Close the feed tray cover.
9. Take the weapon off safe.
10. While holding the cocking handle to the rear, pull the trigger and ease the bolt forward to the closed position.

d. M240G

Loading

1. Ensure the weapon is in condition 4 (bolt forward; weapon on "F") and point the weapon in a safe direction.
2. Place the first round of the belt in the feed tray groove against the cartridge stop with the open side of the link down ("Brass to the Grass") (see diagram below).
3. Close the cover.
4. Pull the cocking handle fully to the rear.
5. Place the weapon on "S."
6. Push the cocking handle fully forward to the locked position.

Clearing

1. If the bolt is forward, pull the cocking handle fully to the rear until the bolt locks to the rear, push the cocking handle fully forward to the locked position, and place the weapon on "S." Ensure the weapon is in a safe direction.
2. Lower head. Raise the cover and clear the feed tray of ammunition.

CAUTION: If the barrel is hot and a round is still chambered, immediately close the cover and feed mechanism assembly. Ensure the weapon is pointed in a safe direction and wait until the barrel cools. A hot barrel may cause the round to cook-off.

3. Lift the feed tray and inspect the chamber.
4. Close the cover.
5. Place the weapon on "F."
6. While holding the cocking handle to the rear, pull the trigger and ease the bolt forward.

3. A clearing barrel will be utilized for clearing all weapons received by the armorer, including the clearing of his/her weapon at the closing of the armory.

4. Lead bullets discharged into a clearing barrel are not hazardous waste as long as the contents of the barrel remain in the barrel and the barrel and its contents have use as a backstop for weapons clearing. When the contents contain one or more

LOADING AND CLEARING INSTRUCTION

bullets, the contents immediately become waste when no longer in use and must be properly discarded. The holder of the hazardous waste shall arrange for proper disposal. Apply to your Defense Material and Reutilization Office for testing and disposal.

APPOINTMENT OF ARMORY LOCK/KEY CUSTODIAN

From: Commanding Officer (Site), Unit, City
To: 1stSgt I. M. Marine 123 45 6789/9999 USMC

Subj: APPOINTMENT AS ARMORY KEY AND LOCK CUSTODIAN

Ref: (a) OPNAVINST 5530.13_, par 0206
(b) ForO P8000.1A, par 3014

1. Per the references you are hereby appointed as the Armory Key/Lock Custodian for Unit Name, City.
2. You will be guided in the performance of your duties per the references. You are directed to become familiar with and consult applicable orders and directives pertaining to your position as the primary key custodian. Additionally, you are required to conduct a semi annual lock and key inventory, maintaining records on hand for one year.
3. This letter supersedes all previous letters of appointment and is rescinded upon your transfer from this command.

I. M. COMMANDING

Copy to: Armory
OOD

UNIT NAME/LOCATION: _____ DATE: _____ WEAPON
 SER#: _____

REF: (A) TM 05538C-23&P/2A

S = SERVICEABLE

U = UNSERVICEABLE

N/A = NOT APPLICABLE

STATUS	ITEM	PROCEDURES	PAGE
	Function Check	Perform function check.	3-92
	Rifle	Disassemble.	3-16
	Bolt Carrier Assembly	Check Carrier Key Screws for tightness & proper staking. Inspect Carrier Key for burrs, breaks or bends.	2-5
	Bolt Assembly	Inspect for cracks - especially in the area of the Cam Pin Hole. Inspect for cracks on Locking Lugs. Inspect for pitted or chipped Bolt Face.	2-4 2-5
	Firing Pin Hole	Test for elongated & oversize Firing Pin Hole	3-19
	Extractor	Check Extractor & Extractor Spring for serviceability. Ensure Rubber Insert is present.	2-5 2-25
	Ejector	Check Ejector & Ejector Spring for serviceability.	2-5
	Bolt Rings	Inspect for bent or missing Bolt Rings. To check for worn Bolt Rings: W/Cam Pin removed, turn Bolt Carrier Assembly & suspend so the Bolt Assembly is pointed down. Bolt must not drop out.	2-5
	Firing Pin	Inspect tip for proper contour. Inspect for pitting, wear, & burrs. Insert Firing Pin through Bolt and check for proper Firing Pin protrusion	3-18 3-19
	Hand guards	Inspect internally & externally for cracks & damage. Check for missing Retaining Tabs. Heat shield must not rattle when Hand guards are on rifle.	2-5 2-32
	Gas Tube	Ensure Gas Tube does not bind in Carrier Key. Inspect for damage, cracks & looseness. Check for signs of gas leakage around Front Sight Base.	2-8 3-34
	Upper Receiver	Inspect for cracks, wear, or damage. Inspect Forward Assist for free movement. Rotate Elevation & Windage Knobs to test for ease of functioning. Verify 8/3-3. Check Ejection Port Cover & spring for serviceability.	2-6
	Barrel	Inspect w/Barrel Erosion Gage. Hand check Barrel for looseness on Upper Receiver. Inspect Front Sight for chips, cracks or bends. Hand check Compensator for looseness on Barrel. Verify Compensator is at TDC.	3-45 2-6 2-37
	Bore	Inspect lands & grooves. Check w/ Straightness Gage.	3-46
	Chamber	Inspect w/HeadSpace Gage.	3-46
	Lower Receiver	Inspect for cracks & mutilation. Inspect Trigger & Hammer Pin Holes for elongation. Insert an empty magazine into the Receiver & check Magazine Release for proper function (X3).	3-67
	Buffer Assembly	Check for cracks - especially between hole & end of housing.	2-8
	Action Spring	Check for kinks. Ensure proper Action Spring length.	3-67
	Stock Assembly	Inspect for breaks, cracks, & chips. Check Buttplate for serviceability.	2-8 2-9
	Trigger Pull	Reassemble & test min/max Trigger Pull with Test Fixture.	3-68
	Function Check	Perform Function Check.	3-89
			3-92

MARFORRES M16A2 INSPECTION SHEET

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INSPECTOR (PRINT/SIGN) : _____ ORGANIZATION: _____

MARFORRES M9 INSPECTION SHEET

UNIT NAME/LOCATION: _____ DATE: _____ WEAPON

SER#: _____

REF: (A) TM 1005A-23&P/2A

(B) M9 SLIDE MEMORANDUM FOR RECORD DTD 13 JAN 93

S = SERVICEABLE

U = UNSERVICEABLE

N/A = NOT APPLICABLE

STATUS	ITEM	PROCEDURES	PAGE
	Slide	Inspect Slides marked "P. Beretta" for proper screening markings. Slides marked "Beretta USA" do not require screening marks.	Memo
	Magazine Release	Insert an empty magazine into the pistol & ensure Magazine Catch Assembly locks the magazine in place. Depress the Magazine Release Button & ensure magazine falls free (X3).	3-36
	Slide Stop	Retract & release Slide. Magazine Follower should push up on the Slide Stop, locking the Slide to the rear (X3).	3-36
	Decocking/Safety Lever	Place weapon on safe. Depress Slide Stop. Slide & Hammer should return to fully forward position. Decocking/Safety Lever must remain on safe (X3).	3-36
	Firing Pin Block	Squeeze & release Trigger. Firing Pin Block should move up and down. Hammer should not move. Trigger should return to the full forward position under spring tension (X3).	3-36
	Trigger Bar/Spring	Place weapon on fire. Squeeze & release Trigger. Hammer should cock & fall (X3).	3-36
		Squeeze Trigger & hold to rear. Retract & release Slide. Release Trigger, click should be heard, Hammer should not fall. Squeeze Trigger to check single action. Hammer should fall (X3).	3-36
	Pistol	Disassemble.	
	Slide	Visually inspect Slide Rails for burrs or cracks. Decocking/Safety Lever should rotate freely & lock in each position. Check Firing Pin Block for free movement & spring tension. Check Extractor & Spring for serviceability.	2-6 2-6
	Firing Pin	With a 1/16" punch, push up on the Firing Pin Block while pushing in on the Firing Pin Striker with a 1/8" punch. Firing Pin should protrude through Slide Breech Face.	3-36
	Barrel	Visually inspect Barrel & Barrel Lugs for cracks & obstructions. Visually inspect Locking Block Lugs for cracks or burrs. Locking Block should move up & down freely.	2-6
	Recoil Spring	Visually inspect Recoil Spring for flat spots. Visually inspect Recoil Spring & Recoil Spring Guide. Should not be bent or burred. Perform drop test IAW TM. Ensure proper Recoil Spring length.	2-6 3-39
	Receiver	Visually inspect to ensure Receiver Rails are not bent, cracked or burred. Check for missing Grip Screws & Lock Washers. Visually inspect Magazine well for burrs.	2-7
	Trigger Pull	Reassemble & test min/max Trigger pull with Test Fixture.	3-37
	Function Check	Perform Function Check	3-39
			3-36

INSPECTOR

(PRINT/SIGN): _____

ORGANIZATION: _____

UNIT NAME/LOCATION: _____

WEAPON SER#: _____

DATE: _____

REF: (A) TM 08671A-23&P/2A

S = SERVICEABLE

U = UNSERVICEABLE

N/A = NOT APPLICABLE

STATUS	ITEM	PROCEDURES	PAGE
	Function Check	Perform function check IAW Operator TM.	
	Barrel Assembly (X2)	Check Barrel for bulges, cracks, bends, burrs, obstructions, or pits in Chamber & Bore, & loose Front Sights. Inspect Collar & Gas Regulator for cracks & burrs. Hand check Flash Suppressor for looseness on Barrel. Grip should not be cracked or missing. Inspect Handle per TM. Check for both Barrel ID Tags.	2-3
	Heat shield Assembly	Check Heat shield for bent, broken & missing components. Inspect Liner rivets for looseness	2-4
	Buttstock Assembly	Check for cracks, breaks, or missing components. Ensure Shoulder Rest locks in both positions. Ensure Buffer Plunger Spring is not broken/weak.	2-4
	Return Rod	Inspect Return Rod for cracks, breaks or bends. Ensure two Pins are not missing or broken.	2-4.1
	Spring	Check Spring for kinks, damaged or broken strands.	2-4.1
	Bolt & Slide Assembly	Check Extractor for cracks or weak Spring. Check Feed Roller for spring tension. Check Slide w/straight edge IAW TM. Check FP (RP) for straightness & well-rounded tip. Ensure FP hole is round & not elongated.	2-5
	Piston Assembly	Inspect Piston Rod for bends, breaks, burrs, or cracks. Inspect Tower & Tube Portions for looseness.	2-6
	Trigger Mechanism Assembly	Inspect Tripping Lever & Sear for any burrs on edges or shoulders. Check function of Safety. Check Grip for cracks or looseness.	2-6
	Cover & Feed Mechanism	Move Feed Lever back & forth to check for smoothness. Inspect Cover Latches, Retaining Clip, Cartridge Guides, Feed Pawls, & Pins for serviceability. It is extremely important that the Cover Spring fully opens the Cover & maintains it in the fully open position.	2-6 2-7
	Feed Tray	Check Feed Tray for cracks, deformation & Rivets (2) for looseness. Check for gouges below Link Locators.	2-8
	Rear Sight Assembly	Ensure Rear Sight is securely attached to Cover. Check both Windage & Elevation Knob for looseness, binding, or slippage. Ensure Windage Scale & Peep Sight are serviceable.	2-8
	Bipod Assembly	Check both Bipod Legs for cracks, bends, incomplete or improper assembly. Inner Leg must lock, not bind.	2-8
	Handguard Assembly	Check Handguard for cracks & missing or broken Retaining Pins or Retaining Clips.	2-9
	Receiver Assembly	Check Cocking Handle & Stop. Check Barrel Locking Lever for good tension. Check Magazine Cover for spring tension. Check the Ejection Port Cover for spring tension & latching function. Check Ejector for chipped, distorted, or rounded tip.	2-9
	Gas Cylinder Assembly	Inspect for cracks, distortions, or gas leakage between Cylinder & Knurled Head.	2-10
	Function Check	Perform function check IAW Operator TM.	
	Headspace Gage	Check headspace for both barrels.	
	F/Pin Protrusion	Check with Firing Pin Protrusion Gage.	3-53 3-54

MARFORRES M249 INSPECTION SHEET

Trigger Pull	Test min/max Trigger Pull with Test Fixture.	3.55
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INSPECTOR (PRINT/SIGN) : _____
ORGANIZATION: _____

MARFORRES M240G INSPECTION SHEET

UNIT NAME/LOCATION: _____

WEAPON SER#: _____

DATE: _____

REF: (A) TM 08670A/09712A-23&P/2C

S = SERVICEABLE

U = UNSERVICEABLE

N/A = NOT APPLICABLE

STATUS	ITEM	PROCEDURES	PAGE
	Function Check	Perform Function Check.	
	Barrel Assembly	Check for bulges, bends, burrs, & obstructions or pits in Chamber or Bore. Disassemble, inspect, & reassemble Collar & Plug. Hand check Flash Rizer for looseness on barrel. Inspect Front Sight for looseness or damage. Inspect Carrying Handle & Heat shield for bent, broken or missing parts. Ensure both Barrel ID Tags are present.	0007 00-1/ 00-2
	Buffer Assembly	Check for burrs or rough edges on Mating Grooves and Flanges. Check to make sure the Back Plate Latch locks Buttstock securely to Receiver. Make sure Buffer Plug sticks out through Back Plate. Machine Plug should be tight.	0007 00-3/ 00-4
	Buttstock	Inspect for cracks. Backplate Latch must lock Buttstock to Receiver.	0007 00-4
	Drive Spring Rod Assembly	Check the Drive Spring for broken strands. See TM for replacement criteria. Make sure Drive Spring Rod Assembly is not bent.	0007 00-5
	Bolt & Operating Rod Assembly	Remove Bolt Assembly from Operating Rod Assembly. Check Firing Pin for smooth round tip. Make sure ball is installed between the Spring Pin and the bottom of the groove. Visually inspect Bolt face for cracks. Check Roller for spring action & freedom of movement.	0007 00-5
	Trigger Spring Pin & Cover Hinge Spring Pin	Inspect Trigger Spring Pin and Cover Hinge Spring Pin for bends & broken or missing spring. See TM for replacement criteria.	0007 00-5
	Trigger Housing Assembly	Inspect Tripping Lever and Sear for burrs on edges or shoulders. Check Safety for proper function. Check Grip for loose or missing Screws. Check Sear Spring for proper placement.	0007 00-6
	Cover Assembly	Pivot Feed Lever back and forth to check for smoothness. Inspect Cover Latches, Retaining Clips, Cartridge Guides, Feed Pawls, and Pins.	0007 00-8
	Feed Tray	Check Feed Tray for cracks, deformation, broken welds, and/or loose Rivets.	0007 00-9
	Receiver Assembly	Ensure Rear Sight Assembly is securely mounted and operates properly. Check that Manual Control Handle operates properly. Check spring tension of Barrel Locking Latch. Check Receiver for loose or missing Rivets.	0007 00-10
	Bipod Assembly	Check Bipod legs for cracks, twisted or incomplete assembly.	0007
	Headspace Gage	Check Headspace for both Barrels.	00-11
	Firing Pin Protrusion	Check with Firing Pin Protrusion Gage.	0038 00-6
	Trigger Pull	Reassemble & test min/max Trigger Pull with Test Fixture.	0038 00-10
	Breach Bore	Perform Breach Bore Erosion Test.	0038 00-3
			0024

MARFORRES M240G INSPECTION SHEET

Erosion Test

00-1

INSPECTOR (PRINT/SIGN): _____
ORGANIZATION: _____

PRE-FIRE INSPECTION WAIVER

From: Commanding Officer, Unit, City
To: Commander, Marine Forces Reserve, (G-4/ORD)
4400 Dauphine St, New Orleans, LA. 70146-5400
Via: (1) Commanding Officer, Battalion/Regiment/Group
(2) Commanding General, (4thMarDiv/4thMAW/4thFSSG)
Subj: REQUEST FOR WAIVER OF PRE-FIRE INSPECTION FOR SMALL ARMS
WEAPONS PRIOR TO QUALIFICATION/REQUALIFICATION FIRING
Ref: (a) ForO P8000.1A, par 5012.2

1. It is requested that subject inspection be waived. As directed by the reference, the following information is submitted:

- a. Date of scheduled qualification/re-qualification firing.
- b. Date of the last Technical Assistance Visit (TAV).
- c. Nomenclature of the weapon.
- d. Serial number of the weapons.

2. The weapons listed above have not been fired or used for any type of field training or removed from the unit armory since the TAV LTI. Furthermore, the weapons listed above will not be fired or used for any type of field training or removed from the armory prior to scheduled qualification/re-qualification.

3. POC this unit is:

I. M. INCHARGE

DAILY SIGHT COUNT REPORT

Open Counts

1. The armory door was opened by:

Rank

Name

SSN

a. The intrusion detection system (IDS) Accessed by:

Rank

Name

SSN

b.

At

Time

on

Date

2. Keys & Locks: (Open Count)

Keys on Hand

Back up Keys

5200 Series

Locks

Back up Locks

Are all keys to 5200 Series-keyed alike?

Yes

No

3. All sight counts verified as depicted below:

a. Weapons: (Open Count)

M16A2

M240G

M9, 9MM

M122 (TRIPOD)

BINOCULARS

M249 (SAW)

M14 (DEMIL)

COMPASS

K-BAR

30/06

SWORD/SCAB

BAYONET

AN/PAQ-4C

TEST/SET

Bore Sight

GPS

b. Ammo: (Open Count)

5.56mm Ball

9mm Ball

5.56mm Blank

Closed Counts

1. The armory door was closed by:

Rank

Name

SSN

a. The intrusion detection system (IDS) Accessed by:

Rank

Name

SSN

b.

At

Time

on

Date

2. Keys & Locks: (closed Count)

Keys on Hand

Back up Keys

5200 Series

Locks

Back up Locks

Are all keys to 5200 Series-keyed alike?

Yes

No

3. All sight counts verified as depicted below:

a. Weapons: (Closed Count)

M16A2

M240G

M9, 9MM

M122 (TRIPOD)

BINOCULARS

M249 (SAW)

M14 (DEMIL)

COMPASS

K-BAR

30/06

SWORD/SCAB

BAYONET

AN/PAQ-4C

TEST/SET

Bore Sight

GPS

b. Ammo: (Closed Count)

5.56mm Ball

9mm Ball

5.56mm Blank

DAILY SIGHT COUNT REPORT

[illegible]

We certify on the above date, all the equipment listed in paragraphs 2, 3, 4 above was accounted for and is properly stored at the opening and final closing of the armory in accordance with this order.

(Signature)

{Title}

(Signature)

(Title)



UNITED STATES MARINE CORPS

INSPECTOR-INSTRUCTOR STAFF
4TH FORCE SERVICE SUPPORT GROUP
6TH ENGINEER SUPPORT BATTALION
ARMED FORCES RESERVE CENTER
1901 SOUTH KEMBLE AVENUE
SOUTH BEND, INDIANA 46613-1799

IN REPLY TO:
8000
Armory
20 Apr 04

From: Inspector-Instructor, South Bend, IN
To: Gunnery Sergeant A.J MOTIVATED 123 45 6789/1234 USMC
Sergeant I.R. LEADER 123 45 6789/1234 USMC

Subj: MONTHLY ARMORY SERIALIZED INVENTORY FOR APR 2004

Ref: (a) OPNAVINST 5530.13A
(b) ForO P5500.1

Encl: (1) CMR Extract for Account No. Y22325

1. In accordance with the references, you are directed to conduct a serialized inventory of weapons and equipment identified in the enclosure. Use the enclosure as your inventory sheet. You are also directed to inventory all M249, M240G, and accessory bags. Endorse this letter and the enclosure for review.

I. M. HARDCHARGER

FIRST ENDORSEMENT

20 Apr 04

From: Gunnery Sergeant A.J MOTIVATED 123 45 6789/1234 USMC
Sergeant I.R. LEADER 123 45 6789/1234 USMC
To: Inspector-Instructor, South Bend, IN

1. In accordance with the references, verification of all weapons and equipment as identified in the enclosure is hereby submitted.

A.J MOTIVATED

I.R. LEADER

INTERIM RECEIPT OF SERIALIZED ITEMS

5000
[INT]
17 Jan 04

From: Using unit
To: Inspector-Instructor, South Bend
Subj: INTERIM RECEIPT FOR SERIALIZED ITEMS

1. We request permission to store the following serialized items with in your armory from [Date] to [Date]:

NOMENCLATURE	QTY	SERIAL NUMBER (S)

2. Point of contact concerning this matter is [Name, rank, position]. I can be reached at [Phone and email]

I. M. HARDHEAD

FIRST ENDORSEMENT

From: Inspector-Instructor, South Bend
To: Using Unit

1. I take full custody of the above-mentioned weapons on [Date]. They will only be relinquished upon official request from the using units.

I. M. INCHARGE

INTERIM RECEIPT OF SERIALIZED ITEMS

From: Using unit

To: Inspector-Instructor, South Bend

Subj: OFFICIAL REQUEST FOR SERIALIZED ITEMS ON [USING UNIT] LTR
5000 [INT] OF [DATE OF STORAGE]

1. We request permission to retrieve the following serialized items that were are stored in your armory on [Date]:

NOMENCLATURE	QTY	SERIAL NUMBER(S)

2. Point of contact concerning this matter is [Name, rank, position]. I can be reached at [Phone and email]

I. M. HARDHEAD

FIRST ENDORSEMENT

From: Inspector-Instructor, South Bend
To: Using Unit

1. I have relinquished the above-mentioned items to [Name of retriever] on [Date].

I. M. INCHARGE

LETTER OF TRANSMITTAL

5000
[INT]
17 Jan 04

From: Using unit
To: Inspector-Instructor, South Bend
Subj: LETTER OF TRANSMITTAL FOR [EVENT AND LOCATION]
Encl: ECR Card(S)

1. The following list of serialized items will be in support of [Event and location] from [Date and time] to [Date and time]:

NOMENCLATURE	QTY	SERIAL NUMBER (S)

2. I have [Name of Marine] as the armed guard and have received instruction on the use of deadly force. I understand that I am to maintain positive control of the above-mentioned items at all times. In the event that I lose control of any of the above-mentioned items, I will notify the Inspector-Instructor immediately.

3. I can be reached at [phone and email]

I. M. HARDHEAD

SUBJECT/REFERENCE

ACCOUNTABILITY, SMALL ARMS MCO 8300.1 PARA 7
OPNAVINST 5530.13C PAR 0503

ADMIN DEADLINE MCO P4790.2C PARA 3002.11.A

ADMIN STORAGE. MCO P4790.2C PARA 3002.11.A

ADVICE CODES UM 4790-5 PARA 24.9 W/CH1
UM 4400-124 PG 4-4-10 W/CH1

ALLOWANCES, TYPE 1,2,3 MCO P4400.150E PARA 2001
W/ERRAT CH1-2

AMMO ACCOUNTING POLICY MCO P4400.150E CHAP 7

AMMO INVENTORY CONTROL PROCEDURES. UM 4400-124 PG 3-10-13
W/CH 1

AMMO RECORD NAVMC 10774. UM 4400.124 PG 3-10-18
MCO P4400.150E CHAP 7
W/ERRAT CH1-2

ARMING LAW ENFORCEMENT PERS. MCO 5500.6F

ARMORY ACCESS CONTROL UNACCOMP OPNAVINST 5530.13C PARA 0407

ARMS ACCOUNTABILITY. OPNAVINST 5530.13C PARA 0503
MCO 8300.1C PARA 7

ASSIGNMENT OF ARMORY PERSONNEL OPNAVINST 5530.13c PARA 0107

AUTHORIZED ECHELONS OF MAINT MCO P4790.2C PG 1-11 W/CH1

BILLS OF MATERIAL (BOM). UM 4400.100 PG 3-6-41

CALIBRATION CONTROL RECORDS. TM 4700-15/1H PG 2-7-1
MCO 4733.1B

CALIBRATION PROGRAM. MCO P4733.1B W/ERRATUM
MCO P4790.2C PARA 3005 W/CH1
MCO P4790.2C APPEN D-2
TM 4700-15/1H PG 2-7-1
TI 4733-15/11H

CALIBRATION EXCHANGE PROGRAM TI 4733-15/11H

CANNIBALIZATION. MCO P4790.2C PARA 1003.J
W/CH1

SUBJECT/REFERENCE

CAPTURED ENEMY EQUIPMENT	MCO 5800.6A MCBUL 5750 UM 4400.124 PG 3-6-33 OPNAVINST 3460.7
CATEGORY CODES	UM 4790-5 PARA 24.4 W/CH1
CLASS OF SUPPLY	MCO P4400.150E PARA 9001.5
COMBAT ESSENTIALITY CODES	UM 4400-124 PG 4-4-20 W/CH1
COMMODITY MGRS MOD CNTRL RECORDS	MCO P4790.2C PG 3-20 W/CH1 TM 4700-15/1H PG 2-5-1
CONDITION CODES	UM 4400-124 PG 4-4-22 W/CH1
CORRECTIVE MAINTENANCE	MCO P4790.2C PARA 3003 W/CH1
CORRESPONDENCE	SECNAVINST 5216.5D
CONFLICT OF INTEREST	MCO P4400.150E PARA 1006
DAILY PROCESS REPORT (DPR)	UM 4790-5 PARA 17.3.5 W/CH1
DAILY TRANSACTION LISTING (DTL)	UM 4790-5 PARA 17.3.2 UM 4790-5 PARA 24.6
DUE AND STATUS FILE (DASF) CODES	UM 4400-124 PG 4-2-1 W/CH1-4
DEADLINED EQUIPMENT	MCO P4790.2C PARA 1000.2.J W/CH1
DEMAND CODES	UM 4400-124 PG 4-4-35 W/CH1
DEMILITARIZATION CODES	UM 4400-124 PG 4-4-36
DEFECT CODES	UM 4790-5 PARA 24.2 W/CH1
DESK-TOP PROCEDURES	MCO P4790.2C PARA 1005.1 W/CH1
DISPOSITION CODES	UM 4400-124 PG 4-4-134 W/CH1-4
DOCUMENT IDENTIFIER CODES	UM 4400-124 PG 4-4-48
DOCUMENT NUMBER CONSTRUCTION	UM 4400-124 PG 4-4-50
EROSL ANNOTATION	MCO P4790.2C PG 2.8
ERO BATCHING	TM 4700-15/1H PG 2-2-20

SUBJECT/REFERENCE

ERO NUMBER ASSIGNMENT. UM 4790-5 PARA 21.1
UM 4400-124 PG 4-4-60 W/CH1

ERO PARTS BIN (LAYETTE). MCO P4790.2C PARA 2004.4
W/CH1

EVALUATION OF CANNON TUBE. TM 9-1000-202-14

FORCE ACTIVITY DESIGNATORS (F/AD). . MCO 4400.16G ENCL 1 PG 3
W/CH1-3

FSMAO POLICY WAIVERS MCO P4400.150E PARA 1011
W/ERRAT CH1-2

INDIVIDUAL WPN CHECK OUT PROCEDURES. UM 4400.124 PG 3-2-11

INSCRIBING U.S. ON COMMERCIAL WPNS . TI-8005-35/17

INSPECTION BY WITNESSING OFFICER . . TM-4700-15/1H CH7

INTRUSION DETECTION SYSTEM (IDS) . . OPNAVINST 5530.13C PARA 0201

JOB ID CODES UM 4790-5 PARA 24.8 W/CH1

JOB STATUS CODES UM 4790-5 PARA 24.3
UM 4400-124 PG 4-4-104A

JOB ORDER NUMBER (JON) UM 4400-124 PG 4-4-90

KEY AND LOCK CUSTODIAN OPNAVINST 5530.13C PARA 0206

KEY CONTROL REGISTER/LOGBOOK OPNAVINST 5530.13C PARA 0206

KEYING ALIKE OPNAVINST 5530.13C PARA 0206

KEY INVENTORIES OPNAVINST 5530.13C PARA 0206

LEVEL "A" PACKING OF WEAPONS MCO 4030.16F
TI 8005-34/18A

LICENSING FOR ORDNANCE VEHICLES . . . MCO 8400.6

LM2 REPORT UM 4790-5 PARA 17.3.4
UM 4790-5 PARA 17.3.8 W/CH1

LM2 (ADD, CHANGE, DELETE). UM 4790-5 PARA 7.3.D
UM 4790-5 PARA 24.3.B

LOADED UNIT ALLOWANCE FILE (LUAF). . UM 4400-124 PG 3-2-3 W/CH1-4

SUBJECT/REFERENCE

LOAD TESTING MCO P11262.2A

LOCAL RECORDS DISCOURAGED. TM 4700-15/1H PG 1-4

LOCAL TAM CONTROL NUMBERS. UM 4400-124 PG 3-2-4 W/CH1

LOCKING DEVICES AND SEALS. OPNAVINST 5530.13C APP D

LOCKS. OPNAVINST 5530.13C PARA 0403

LIMITED TECHNICAL INSPECTION (LTI) . MCO P4790.2C PARA 3007

MAINTENANCE CATEGORIES MCO P4790.1B PARA 2002
MCO P4790.2C PARA 1000.2.D

MAINTENANCE ECHELONS MCO P4790.1B PARA 2003
MCO P4790.2C PARA 1000.2.D

MAINTENANCE OPERATIONS MCWP 4-11.4

MAINTENANCE PHASES MCO P4790.2C PARA 3001

MAINTENANCE PRODUCTION MCO P4790.2C APPEN F

MAINT MANAGEMENT FUNCTIONAL AREAS. . MCO P4790.2C PARA 1004.3.E

MAXIMUM MAINT CYCLE TIME MCO P4790.2C PARA 3003.5.B&C

MECHANIZED ALLOWANCE LIST (MAL). . . UM 4400.124 PARA 3-2-5 W/CH1

MEMORANDUM FOR THE RECORD. FMFM 3-1 PG 255

MIMMS, GENERAL PROCEDURES. MCO P4790.1B PARA 3000

MIMMS, HISTORY UM 4790-5 PARA 2.6

MIMMS OUTPUT REPORTS UM 4790-5 PARA 2.10.4.1
UM 4790-5 CHAP 17

MIMMS TRANSACTIONS UM 4790-5 CHAP 6

MISSION ESSENTIAL EQUIPMENT (PACING) MCO 4400.16G PARA 2.F W/CH1
MCO 3000.11C PARA 6.B

MISSION STATEMENT, UNIT. T/O COVER PAGE

MISSING LOST STOLEN RECOVERED (MLSR) MCO P4400.150E PARA 2013
MCO 4340.1A

SUBJECT/REFERENCE

MODIFICATIONS. MCO P4790.2C PARA 3004
TM 4700-15/1H PG 2-5-1

MODIFICATION OF ALLOWANCE (MOA). . . MCO 4400.172A ENCL 3

NAVMC 1018 INSPECTION REPAIR TAG . . TM 4700-15/1H PG 2-9-1

NAVMC 10245 EQUIPMENT REPAIR ORDER . TM 4700-15/1H PG 2-2-1

NAVMC 10359 ECR CARD UM 4400.124 PG 3-6-70 W/CH1

NAVMC 10392 ORD VEH ACCEPTANCE . . . TM 4700-15/1H PG 5-3-1

NAVMC 10393 ORD VEH DAILY LOG. . . . TM 4700-15/1H PG 5-4-1

NAVMC 10394 ORD VEH MONTHLY LOG. . . TM 4700-15/1H PG 5-6-1

NAVMC 10398 ORD VEH SERVICE RECORD . TM 4700-15/1H PG 5-7-1

NAVMC 10401 ORD VEH REBUILT RECORD . TM 4700-15/1H PG 5-7-1

NAVMC 10520 WEAPON CUSTODY RECEIPT . TM 4700-15/1H PG 7-4-1
UM 4400-124 PG 3-2-11, 3-2-26 W/CH1

NAVMC 10558 WEAPON RECORD BOOK . . . TM 4700-15/1H PG 7-2-1

NAVMC 10561 PREVENTIVE MAINT ROSTER. TM 4700-15/1H PG 2-4-1

NAVMC 10576 IMR. TM 4700-15/1H PG 7-3-1

NAVMC 10925 BROSL. UM 4400.124 PG 3-9-5 W/CH1
TM 4700-15/1H PG 2-3-1

NAVMC 11054 MOD CONTROL RECORD . . . TM 4700-15/1H PG 2-5-1

NAVMC 11186 CREW SERVED WPNS CARD. . TM 4700-15/1H PG 7-5-1

NMCM MCO P4790.2C PARA 1000.2.I.1

NMCS MCO P4790.2C PARA 1000.2.I.2
UM 4400-124 PG 4.2.2

OPERATOR MANUALS TI-8005-15/21A

OVERFLOW MAINTENANCE MCO P4790.2C PARA 3003.6

PHRASE CODES UM 4400-124 PG 4-4-11 W/CH1

SUBJECT/REFERENCE

PREVENTIVE MAINTENANCE MCO P4790.10B PG 3-11

POINT PAPER. FMFM 3-1 PG 253

POSITION PAPER FMFM 3-1 PG 251

PQDR MCO 4855.10B
TM 4700-15/1H PG 2-13

PRE-EXPENDED BIN (PEB) MCO P4790.2C PARA 2004.7
MCO P4400.150E PARA 5018

PRIORITY MCO 4400.16G ENCL 1 PARA 5.A
W/CH1-3

PRIVATELY OWNED WEAPONS/AMMO STORAGE OPNAVINST 5530.13C PARA 0110

PUBLICATION, CHANGES, NAVMC 10772. . MCO P4790.2C PARA 2008.3
MCO P5215.17C, PARA 6000
TM 4700-15/1H PG 2-23-1

PUBLICATION CONTROL. MCO P4790.2C PARA
1004.3.E.4, & 2008
MCO P4790.2C APPEN B
MCO P5600.31G PARA 3200
W/CH1-2
PLMS USER'S MANUAL

PUBLICATION ORDERING MCO P5600.31G PARA 3200
UM MCPDS 5605

PURPOSE CODES. UM 4400-124 PG 4-4-129

RECOVERABLE ITEMS PROGRAM. MCO P4400.82F PARA 5000
W/CH1

RECONCILIATION MCO P4790.2C PARA 2004.3
W/CH1
MCO P4790.2C APPEN C W/CH1
UM 4400-124 5.1.3.A W/CH1-4

RECOVERABILITY CODES UM 4400-124 PG 4-4-130

REPAIR PARTS MCO P4790.2C PARA 2004
W/CH1

RESPONSIBLE OFFICERS MCO P4400.150E PARA
1003.1.B.2 W/ERRAT CH1-2
MCO P4400.150E PARA 2003

SUBJECT/REFERENCE

REQUIRED DELIVERY DATE (RDD) MCO 4400.16G PARA 8.B W/CH
1-3 MCO 4400.16G TABLE 1-2
UM 4400-124 PG 4-4-141
W/CH1-4

RESTRICTED AREA POSTING. OPNAVINST 5530.13C PARA 0207

RIFLE RACKS, LOCKS, CHAINS OPNAVINST 5530.13C PARA 0301

RM4 REMARKS. MCO 3000.11C PARA 14

SECONDARY REPAIRABLE PROGRAM MCO P4400.82F PARA 8000
W/CH1 UM 4400-123 PG 3-14-5
VOL2 W/CH1 UM 4400-123 PG 3-
14-8

SECURITY RISK CATEGORIES OPNAVINST 5530.13C APP A

SECURITY FORCE PERSONNEL SCREENING . OPNAVINST 5530.13C PARA 0202

SELECTIVE INTERCHANGE. MCO P4790.2C PARA 1003.J

SERIALIZED CONTROL OF SMALL ARMS . . MCO 8300.1

SERIALIZED INVENTORIES OPNAVINST 5530.13C PARA 0503

SERVICE LIFE EXTENSION PROGRAM . . . MCO 4400.194 PARA 2.B.2

SHOP SECTION CODES UM 4790-5 PARA 24.5 W/CH1

SORTS. MCO 3000.11C PARA 5
MCO P3000.13C

STANDARD SUBJECT ID CODES. SECNAVINST 5210.11D

STATUS CODES UM 4400-124 PG 4-4-147
W/CH1-4

STORES ACCOUNT CODES (SAC) MCO P4400.150E PARA 9001.6.H
UM 4400-124 PG 4-4-156
W/CH1-4

SUPPLY SUPPORT MCO P4790.2C PARA 1004.3.E.7

TALKING PAPER. FMFM 3-1 PG 254

TECHNICAL PUBLICATIONS MCO P5215.17C

TMDE MCO P4790.2C PARA 2005 W/CH1

TOOL CONTROL (SL-3). MCO P4790.2C APPEN D.1&3
MCO P4400.150E PARA 2011

SUBJECT/REFERENCE

W/ERRAT CH1-2 TM 4700-15/1H
PG 2-6-1 SL-3/TM-10

TRAINING, MAINTENANCE.	MCO P4790.2C PARA 2003.2 W/CH1
TRIGGER PULL MEASUREMENT	TI 8005-24/20D
TURNOVER FOLDERS	MCO P4790.2C PARA 1005.2
UNFUNDED DEFICIENCIES.	MCO P4400.150E PARA 2011.3A
URGENCY OF NEED DESIGNATOR (PRI) . . .	MCO 4400.16G PARA 4 UM 4400-124 PG 4-4-117 W/CH1-4
VALIDATION	MCO P4790.2C APPEN W/CH1
WAVIERS AND EXCEPTIONS, ARMORY . . .	OPNAVINST 5530.13C PARA 0103
WEAPONS PARTS SECURITY	OPNAVINST 5530.13C PARA 0304
WEEKLY MAINT EXCEPTION REPORT. . . .	UM 4790-5 PARA 17.3.10 W/CH1
WEEKLY OWNING UNIT TAM REPORT. . . .	UM 4790-5 PARA 17.3.13 W/CH1
WIR (RECOVERY ITEMS REPORT).	MCO P4400.82F PARA 5009